

# WAIMATE HIGH SCHOOL ASSESSMENT ASSIGNMENT EXTENSION FORM

This form is to be completed and handed to the HOD of the subject you have a good reason for not completing an assignment by a due date.

Without applying and being granted an extension late work will be marked as "Not Achieved" as per the school assessment policy. If the assignment is completed outside of class time then the deadline is the start of the period unless otherwise notified by the assigning teacher. If the assignment is completed during class time then the deadline is the end of the period unless stated by the assigning teacher. If the teacher wishes to extend the deadline for the whole class they will apply to the Principals' Nominee and the whole class will sign the form to ensure that all have been informed.

If you are away on a non-school related trip you need **PRIOR** permission in writing from the Principal which **must** be attached to this application form. If you are away without an acceptable reason you receive "Not Achieved" for any missed assessments.

If you are away for a school related trip you must notify your teacher in advance and apply for an alternative assessment date or extension.

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Course: \_\_\_\_\_

Teacher: \_\_\_\_\_

Standard Number: \_\_\_\_\_

Assessment Task \_\_\_\_\_

Reason for Extension:

\_\_\_\_\_  
\_\_\_\_\_

Signature (student): \_\_\_\_\_

Date: \_\_\_\_\_

Signature (parent): \_\_\_\_\_

Date: \_\_\_\_\_

***EXTENSION DATE GRANTED / DENIED***

Extension date: \_\_\_\_\_

Denial Reason:

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Principals' Nominee*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*HOD/TIC*