



Students requesting an extension of a due date must do so as soon as is practicable. Individual teachers are only able to grant an extension of up to **four** days. For an extension of longer than four days, please speak to either your Year Level Coordinator, Assistant Principal or the NTCET Coordinator.

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

Subject: \_\_\_\_\_

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

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

Issue Date

Due Date  
\_\_\_\_\_

Reason for extension  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested Extension Date  
\_\_\_\_\_

**Please note:** If the work is not submitted by the renegotiated extension date, a grade of N (no evidence) will be recorded

Student Name

Student Signature  
\_\_\_\_\_

Parent Name

Parent Signature  
\_\_\_\_\_

Teacher Signature

Date  
\_\_\_\_\_