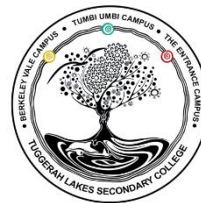




TLSC The Entrance Campus

Year 12

EXTENSION REQUEST FORM



NOTE: The following checklist must be completed prior to submission to the relevant Head Teacher.
This form must be submitted and signed by the Deputy Principal **1 DAY PRIOR** to the submission date of the assessment task.

See over the page for details of what constitutes a valid extension request.

Student Name: _____

Teacher Name: _____

THIS FORM WILL NOT BE ACCEPTED UNLESS ALL BOXES ARE TICKED:

- | | |
|---|--|
| <input type="checkbox"/> Reason for extension request completed | <input type="checkbox"/> Supporting documents attached e.g. Work Placement |
| <input type="checkbox"/> All course and task details to be completed | <input type="checkbox"/> Parent/Carer signature and date completed |
| <input type="checkbox"/> Classroom teacher/Head Teacher comment/signature completed | <input type="checkbox"/> Student signature and date completed |

Once this form has been completed, the student must then hand the request form to the Deputy Principal

Reason for Extension Request: _____

Course Name: _____ Original task due date: _____

Task Name: _____ What % is the task worth: _____

Task Number: 1 2 3 4

Has the task been completed / handed in? Yes If 'Yes' – when? _____

No New submission date: _____

Have you submitted an Illness/Misadventure/Extension for this course before? Yes No

Will you lodge an appeal for this Extension in another course(s)? Yes No

Classroom Teacher Recommendation: _____

Classroom Teacher Signature: _____ Date: _____

Documentation Attached: Doctor's Certificate Other Please describe: _____

Parent/Carer Signature: _____ Date: _____

Student Signature: _____ Date: _____

Head Teacher Signature: _____ Date: _____

DEPUTY PRINCIPAL TO COMPLETE:

REQUEST UPHeld: Yes No (No – student may receive zero for the task)

Deputy Principal Signature: _____ Date: _____

Alternate Submission Date New Date: _____

Extension Guidelines

Tuggerah Lakes Secondary College The Entrance Campus will only consider awarding special consideration in cases of an **Extension**. These may be defined as follows:

Consideration for an **Extension** may include but not limited to:

- Representing the College or campus (leadership, sport, academic).
- Work Placement or Work Experience.
- Other extracurricular activities (e.g. School Business, Excursions etc.).
- Approved leave from school.

NOTE:

- Extension forms must be completed with the Deputy Principals approval by 2pm one day prior to the due date of the assessment task.
- Absence from school on the day of an assessment task does not warrant an extension. Please refer to the guidelines for Illness/Misadventure.
- All assessment tasks are published in the Assessment Schedule and Policy Handbook received by students at the beginning of their Year 11 and Year 12 HSC Courses.
- If an Extension Request is rejected by the panel, a mark of zero will be awarded. A student may further appeal this decision via a panel to be convened by the Principal.
- Supporting documentation needs to be attached to all Extension forms including Medical Certificate, Evidence of School Work Placement or Excursion etc.

If an Extension Request is approved, the student will either:

- Complete the original task with an alternate submission time and date.
- Complete an alternate task of similar rigor based on the same outcomes.

In completing and submitting this form, those lodging the appeal agree to the conditions and policies above.