



St Patrick's College, Silverstream

Extension/Missed Assessment Application Form: 2018

Student: fill in the top section, attach appropriate letters or certificates and hand in to your subject teacher or HOD

Name:		Tutor class:	
Date of application:			
Extension/Missed assessment details			
Name of teacher			
Subject			
Standard number and title			
Type of assessment (e.g. test, practical, field trip work)			
Date of assessment or due date:			
Reason for extension/missing assessment (please tick one)	<input type="checkbox"/> Illness: <i>medical certificate must be attached</i> <input type="checkbox"/> Family / personal trauma: <i>documentation must be attached (e.g. letter from parent, counsellor, tutor teacher, Dean)</i> <input type="checkbox"/> School Activity: <i>e.g. sporting, cultural</i> Signature of teacher in charge: _____		

Decision By HOD / Principal's Nominee	<input type="checkbox"/> Extension granted. _____ New due date: _____ <input type="checkbox"/> New assessment date granted. New due date: _____
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<p>(HOD to file)</p>	<input type="checkbox"/> Application denied. Comment:			
	<p>Signed: (staff member)</p>		<p>Date:</p>	
	<p>Signed: (student)</p>	<p><i>The reason has been explained to me and I accept the decision</i></p>	<p>Date:</p>	