



Request for an Extension of a Deadline

To be completed by the applicant and given to the HOD.

Surname: _____

First name(s): _____

House class: _____

Standard number: _____

Standard name: _____

Assessment title: _____

My reason(s) for requiring an extension are: _____

List supporting documents (medical certificate, police certificate, a letter from a guidance counsellor, or bereavement notice, reporting in the event of an accident) and submit or attach to this form.

Due date: I would like an extension until: _____

Student signature: _____

Date: _____

Extension granted/declined: _____

If declined, provide reason and refer to DP Head of Curriculum if further action is required.

Amended due date/time: _____

HOD Signature: _____

Date: _____

Student signature: _____

Date: _____

Once completed and signed by HOD and student, the student will receive a copy of this document. The HOD will store it with the other documents and completed work for this standard.