



**LORETO COLLEGE**

**APPLICATION FOR EXTENSION**

This application must be submitted to the subject teacher at least 3 days prior to the due date in order for the application to be processed. Evidence of work completed should be attached and a Medical Certificate may also be requested.

Date of Application \_\_\_\_\_

Student Name \_\_\_\_\_ Home Class \_\_\_\_\_

Subject \_\_\_\_\_ Subject Teacher \_\_\_\_\_

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

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

Reason for Extension \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Extension Length Requested \_\_\_\_\_

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

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

**Application for Extension**

**Approved/Declined**

Reason \_\_\_\_\_

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

Subject Teacher Signature \_\_\_\_\_

Copies given to:     Student  
                              Subject Teacher  
                              Year Level Coordinator

This completed application must be attached to the assignment/task when it is submitted.