

- Students/Parents complete the top section and email it/ hand it to their classroom teacher/s.
- Teachers complete the bottom section and attach the form to the Assessment Task Sheet.

Student name			
Learner Agency Class			
Subject/s If you require extensions for more than one assessment, please list all subjects:	Subject	Due Date	Teacher's Name
Reason for Special Provision	<p>Tell us why you need an extension or other special provisions: eg – <i>I was away sick for 4 days and missed classes. I need more time to complete my assessment and time to discuss it with my teacher.</i></p>		

Staff to complete:

Staff Name	
Assessment Type (exam)	
Support required	Eg: extension, scribe, tutoring, GO support
New Agreed Due Date	
Student and Parent Advised	
HOD Advised	