



Whitby Collegiate

Request for Extension for Internal Assessment

1	Student name:	Year:
2	Subject:	Teacher:
3	Standard:	Number of credits:
4	Today's date:	Due date:
5	Description of assessment: (eg written report, practical, research, oral, essay, portfolio etc) and how long class has been given to prepare for it:	
6	Reason for request (full explanation required including relevant dates of absence etc)	
7	Student signature:	
8	Comment from teacher (signed):	
9	Approved / Not approved DP (Academics) (sign)	
10	Revised due date (if applicable):	

Student: please complete 1 – 7 and pass to your subject teacher. If you have been away from school with an illness please attach a medical certificate or note from your doctor.

Copies of completed form to:

* Teacher

* Deputy Principal (Academics)