**Western Alliance**

**Extension Application Form**

***Key information:***

* ***Extension applications MUST be made as soon as you know there will be an issue with being unable to submit assessment on time***
* ***Parents, HOD and Teacher must all sign the application***

|  |  |  |
| --- | --- | --- |
| **Section 1** | **STUDENT TO COMPLETE** | |
| Name: | Date request submitted: |
| Form Class: | Student ID No: |
| Due Date of assessment: | Subject: |
| Type of assessment: |  |
| Reason for Extension: | |
| Documentary evidence attached: YES/NO | |
|  |  |
| **Student signature** | **Parent signature** |

|  |  |
| --- | --- |
| **Section 2** | **TEACHER TO** **COMPLETE** |
| Work ethic during set preparation time: |
|  |
| Number of lessons missed: |
| General Comments: |
|  |
| **Teacher Signature:** |
| **Head of Department/ Deputy Principal Signature:** |