



ST PETER'S COLLEGE MISSED ASSESSMENT / EXTENSION FORM

If you are unable to attend, complete, or submit an assessment for a valid reason (e.g. illness, family trauma), you must complete this form and submit it with suitable evidence (e.g. a medical certificate) to your teacher on the day you return to school. Complete a new form for each assessment. If this is an Extension request, it must be submitted at least 48 hours before the due date/time.

Step 1: Student to complete:

Student Name:.....

Homeroom:.....

Subject:

Date:

Teacher:

Achievement Standard and Topic:

Due Date:

Reason for extension:

Evidence attached:

- ☐ Parent/Guardian Letter
- ☐ Medical Evidence
- ☐ Other

Student Signature:

Date:

Step 2: Teacher/HOD to complete:

Approval/Extension Supported:

Subject Teacher: [] YES [] NO

Signature:.....

Why/Why not:

Suggested revised Submission Plan: *If supported, outline new submission details, including new date and time of assessment.*

Step 3: Decision by Principal's Nominee:

Approval/Extension Supported: [] YES [] NO

Signature:.....

The Reason for the decision has been explained to me and I accept the decision.

Student Signature:.....