

School use only

Student's name			
Extension granted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Staff Name		Date approved	
Signature			

Subject approval and notification to key staff

Subject	Teacher	Head of Department	Approved due date

Application for extension approver actions required:

- New due date communicated to HOD and class teacher
- New due date communicated to student/family
- Extension tracking completed on SharePoint