

Exemption/Extension to Deadline Policy Request

Name.....	Course.....
Address.....	Class.....
.....	Term.....
Contact No.....	Subject Teacher.....

Students may petition for an exemption to St. John's Central College Deadline Policy. Extenuating circumstances may include medical illness, death of an immediate family member, recommendation by the Guidance & Counselling Service etc. or circumstances deemed worthy by the College Authorities.

Important: Official Documentation is required

INSTRUCTIONS FOR COMPLETING THIS FORM

- Requests should be completed and submitted to the subject teacher prior to assignment/project deadlines.
- Outline in the space provided below precise reason(s) for an exemption/extension to be granted.
- Official documentation supporting your request must be attached e.g. Medical Certification etc.
- A separate request for exemption/extension for each assignment/project deadline undertaken should be submitted.
- All exemptions/extensions must be lodged in the Deputy Principal's Office

Course Title	Module.....
Assignment/Project.....	Deadline Date.....
Reason for exemption/extension.....	
.....	
.....	
Student's Signature.....	Date.....

Teacher's Recommendation.....	
New Deadline Date (if relevant).....	
Teacher's Signature.....	Date.....

Date submitted to Deputy Principal's Office.....	
Deputy Principal's Signature.....	Date.....