

Extension application form

Unexpected illness or misadventure

Student name				
MIS ID		LUI		Year level

Extensions are for unforeseen circumstances or events that occur close to the due date.

Extensions are **not available for known events** (for example, sporting competitions, religious activities/reasons, holidays). In these cases, the student should negotiate to submit their work before the due date.

Reference: Queensland Curriculum and Assessment Authority

Information for Parents/Carers/Students

- Evidence of the student's work to date on the task must be provided with the extension application.
- If an extension is approved, a new due date for the task will be specified. If no response is submitted by the new due date, the most recent evidence will be graded.
- 'Days' include weekends, public holidays, student-free days and school holidays.
- If, on the due date, the student has not been notified that an extension has been approved, they must submit a response to the task via the method specified on the task sheet. If an extension is later approved, the student will be able to submit a new/updated response.
- Extensions of the due date for a draft or checkpoint should be negotiated directly with the teacher.
- A separate Application must be made for each assessment item however the same medical certificate can be attached to each application.

Years P–10

Supervised and unsupervised assessment including exams.

1. Extensions up to three days — submitted to teacher for approval (This form is not needed)

- An extension of up to three days may be granted by the teacher where appropriate justification has been provided
- The extension request must be made by email directly to the subject teacher.
- The extension request must be made before the due date.
- The extension request must come from the parent or carer.
- Evidence of the student's progress in developing their response must be attached to the email. (This includes a rehearsal of their speech or performance, in the case of a non-written task.)

2. Extensions over three days — submitted to Head of Department for approval

- An extension of more than three days may be granted by the HoD where appropriate justification has been provided
- The extension must be requested on the Extension application form available on the BrisbaneSDE website.
- The application must be made by email directly to the HoD, with a CC to the teacher.
- The application must be made before the due date.
- The application must come from the parent or carer.
- Evidence of the student's progress in developing their response must be attached to the email. (This includes a rehearsal of their speech or performance, in the case of a non-written task.)
- A medical certificate or other relevant documentation must be attached to the email.

Years 11–12

Supervised and Unsupervised Assessment

1. Extensions up to three days — Submitted to teacher for approval

- An extension of up to three days may be granted by the teacher where appropriate justification has been provided
- The extension must be requested on the Extension application form available on the BrisbaneSDE website.
- The application must be made by email directly to the subject teacher.
- The application must be made before the due date.
- The application must come from the parent or carer and from their email account
- Evidence of the student's progress in developing their response must be attached to the email. (This includes a rehearsal of their speech or performance, in the case of a non-written task.)
- A medical certificate if available or detailed explanation of the reasons for request.

2. Extensions beyond three days — Submitted to Head of Department for approval

- An extension of more than three days may be granted by the Head of Department where appropriate justification has been provided
- An application for an extension of more than three days must be submitted using the Extension application form available on the BrisbaneSDE website.
- The application must be made by email to the HoD with a CC to the subject teacher(s).
- The application must be made before the due date.
- The application must come from the parent or carer and from their email account
- Evidence of the student's progress in developing their response must be attached to the email. (This includes a rehearsal of their speech or performance, in the case of a non-written task.)
- If the reason for the application relates to a medical condition, Part A and Part C of the [AARA medical report form](#) must be completed by a medical practitioner and attached to the email. Any other reason must be supported with official documentation.

Application for extension

Applications over three days will not be considered without appropriate medical or other supporting documentation.

1. Details of request

Subject		Teacher	
Task		Year level	
Original due date		Requested due date	

2. Reason for request

<input type="checkbox"/> Medical (illness)			
Provide details:			
Is a medical certificate (Years P–10) or AARA medical report form (Years 11 and 12) attached?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Date of issue:			
Dates that the doctor has certified that the student is unable to participate in schooling:			
Date from:		Date to:	

<input type="checkbox"/> Non-medical (misadventure)			
Provide details:			
Is documentation attached to support the application?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Flowchart and check

	Years P–10	Years 11–12
Up to three days 	<input type="checkbox"/> Apply by email to subject teacher with reasons	<input type="checkbox"/> Apply using Extension application form <input type="checkbox"/> Email to subject teacher
	<input type="checkbox"/> Before due date <input type="checkbox"/> By parent/carer <input type="checkbox"/> Include evidence of work	<input type="checkbox"/> Before due date <input type="checkbox"/> By parent/carer <input type="checkbox"/> Include evidence of work <input type="checkbox"/> Include medical certificate or detailed explanation

	Years P–10	Years 11–12
Over three days 	<input type="checkbox"/> Apply using Extension application form <input type="checkbox"/> Email to HoD, CC to teacher	<input type="checkbox"/> Apply using Extension application form <input type="checkbox"/> Email to HoD, CC to teacher
	<input type="checkbox"/> Before due date <input type="checkbox"/> By parent/carer <input type="checkbox"/> Include evidence of work <input type="checkbox"/> Include medical certificate of other documentation	<input type="checkbox"/> Before due date <input type="checkbox"/> By parent/carer <input type="checkbox"/> Include evidence of work <input type="checkbox"/> Include Part A and Part C of AARA medical report form from medical practitioner

By submitting this form electronically using a unique email username and password, you declare that the information contained in the form is correct, that you are authorised to provide it to the school, and that you authorise the school to provide the information to the Queensland Curriculum and Assessment Authority if necessary.