



ASPIRE - LEARN - ACHIEVE

Application for consideration: Late submission of assessment

This form is to be used when a Year 11 or Year 12 student has submitted a task after the published due date and time without prior approval from the Deputy Principal Senior Secondary Student Services

Student name:	Year level:
Subject:	Due date: ____ / ____ / ____
Task:	Date submitted: ____ / ____ / ____
Teacher:	Submission time: ____ am / pm

Reason for request:	Supporting documentation:
<input type="checkbox"/> Illness or injury	Medical certificate
<input type="checkbox"/> Funeral / bereavement	Parent contact – phone call / email
<input type="checkbox"/> School activity e.g. excursion, traineeship, VET training Details: _____	Nil
<input type="checkbox"/> Other – Please specify (attach additional paper if required): _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	To be confirmed upon application

To be completed by QCAA Principal's Delegate (Deputy Principal Senior Secondary Student Services)	
Application Received: ____ / ____ / ____	Decision Date: ____ / ____ / ____
Draft submission met: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Incomplete submission	
Additional considerations: _____ _____ _____	
<input type="checkbox"/> Application approved	
<input type="checkbox"/> Application not approved – Reason/s: _____ _____ _____	
Deputy Principal signature: _____	
Copy to: <input type="checkbox"/> Student <input type="checkbox"/> Class teacher <input type="checkbox"/> Subject HOD <input type="checkbox"/> Snr Sec AO <input type="checkbox"/> Entered on QCAA Portal	