

# Portland Waldorf High School

## Request for Extension of Major Assignments

*Students are expected to complete all assignments by the assigned deadlines. All late will lead to a deduction in grade and other consequences (see HS Handbook for details). In instances of extreme hardship (family emergency, medical problem), student can use this form to request an extension or waiver of a late Major Assignment. The form must be submitted to the teacher 48 hours in advance of the assignment due date so that it can be considered by the teacher, Advisor and Student Assistance Coordinator.*

To be completed by the student:

Name: \_\_\_\_\_

Course: \_\_\_\_\_

Teacher: \_\_\_\_\_

Assignment's Original Due Date: \_\_\_\_\_

I request an extension for the following work (please be specific):  
\_\_\_\_\_

Reason work was not completed:  
\_\_\_\_\_  
\_\_\_\_\_

To be completed by the teacher:

Date & Time this form was received: \_\_\_\_\_

New due date for assignment: \_\_\_\_\_

Describe the new agreement (Altered assignment? New due date? Reduced penalty for lateness – how much?)  
\_\_\_\_\_  
\_\_\_\_\_

Teacher's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student Assistance Coordinator Signature: \_\_\_\_\_ Date \_\_\_\_\_

Results:  New assignment was completed and received grade of \_\_\_\_\_.

Assignment not completed resulting in a grade of \_\_\_\_\_.

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Office Checklist:  Copy to parents       Copy in student's file