



Sussex Regional High School
 55 Leonard Drive, Sussex, NB E4E 2P8
 Phone: 432-2017 Fax: 432-2613



Mrs. Lori-Ann Lauridsen
Principal

Mrs. Stephanie Chaisson
Vice Principal

Mrs. Rachel Bennett
Vice Principal

EXTENSION REQUEST FORM

Subject _____

Teacher Email shauna.betts@nbed.nb.ca

Student _____

Assignment _____

Date Assigned _____

New Due Date _____

STUDENT SECTION:

1. Why are you unable to complete the assignment on time?

2. Going forward, how will you ensure that deadlines are met? Check all that apply.

- Use class time more effectively
- Increase time studying/working at home
- Extra help from teacher
- Attend the Learning Centre
- Counselor visit
- Other: _____

PARENT/GUARDIAN SECTION:

3. Are you content with the explanations given by your child? Do you feel that their request for extension is justified? Other comments...

If you would like to schedule a meeting to discuss your child's progress please contact me at the provided email at your earliest convenience.

Extension Approved by Teacher _____

Student Signature _____

Parent Signature _____



Extension Form

1. If an extension is necessary, the form must be approved and signed before due date - this is a proactive rather than reactive approach and promotes more responsibility and accountability for you, the student.
2. All other assignments should be handed in on time.
3. On the assigned due date, if you did not receive an extension and have a missing or incomplete assignment, you will be instructed to go to your teacher's room at a specified time.
4. Whatever work you complete at the end of that 1 hour period is what will be assessed for that assignment. You will remain for the entire time even if you finish early or come with the work already complete. This should help deter further incomplete assignments.
5. If you do not show up at noon, or do not work on the assignment in that period of time, your behavior is considered defiance and will be referred to administration.

Note:

- This process will be followed for major summative assignments.
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