



MISADVENTURE FORM (7-9)

Confidential

Students are responsible for the completion of Step One of the Misadventure Form and to ensure that it is handed to the Faculty Head Teacher. It is the student's responsibility to follow upon the outcome of this application. Extension applications due TWO days before due date of task.

STEP ONE – student to complete

Name:		Year:
Course:	Teacher:	
Task:	Date Due:	

Reason for application:

- Seeking extension due to...
- Absent on day of in-class task
- Non-submission of task by due date
- Illness
- Accident/Misadventure
- Special circumstances

Details: (Attach supporting documents such as medical certificates)

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(Student signature)

(Parent signature)

(Date)

STEP TWO – Faculty to complete

Class Teacher Comment

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Head Teacher Comment

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(Head Teacher signature)

(Date)

Head Teacher Decision:

<input type="checkbox"/> Supported
<input type="checkbox"/> Extension Granted – new due date: _____
<input type="checkbox"/> Attempt task upon return to school, marks awarded
<input type="checkbox"/> Estimate based on previous tasks
<input type="checkbox"/> Modify requirements of current task
<input type="checkbox"/> Other: _____
<input type="checkbox"/> Not Supported
<input type="checkbox"/> Extension Not Granted – Original Due Date Remains
<input type="checkbox"/> Apply penalty for late submission
<input type="checkbox"/> Issue non-submission letter home

(Student signature)

(Date)

STEP THREE – APPEAL TO PRINCIPAL – *Student to complete*

A student may appeal the decision in Step 2. Outline reasons for appeal below:

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Principal's Decision	<input type="checkbox"/> Supported	<input type="checkbox"/> Not Supported
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Principal Signature: _____

Date: _____