

Student and parent/carer identifies an issue impacting on student performance or ability to meet due date



Student applies for Application for extension minimum of 3 days before due date
or
for Access arrangements and reasonable adjustments (AARA) *
using the school forms and providing relevant supporting evidence

**note refer to acceptable reasons to apply for extension or AARA in policy*



HOD engagement assesses student application for Extension or AARA



HOD Engagement communicates outcome to student and parent/carer and relevant teachers



HOD Engagement monitors that approved AARAs are applied by teachers