KAIAPOI HIGH SCHOOL STUDENT REQUEST
(Form available from Mrs Young)

This Request is to be completed by students who wish to apply for any one of the following: **(Underline the relevant request)**

1. **Request an Appeal**
2. **Request an Extension of Time/Alternative Time to Sit an Assessment.**

a) Students fill in the reason for the request or appeal, and give this to the Head of Faculty. Let the subject teacher know you are making a request.
b) The Head of Faculty will make a decision to either Accept or Decline the request for an Extension or Appeal.
c) The form is then signed by both the Student and Head of Faculty and given to the Principal's Nominee (Mrs Young).
d) If the request is declined, the student can then make a further appeal to the Principal's Nominee, who will arrange a meeting with the student, their parents/caregivers, the subject teacher and the Head of Faculty to discuss the issue, and make a final decision.

SECTION A - STUDENT TO COMPLETE:

Student Name:_____ Date: _____

Subject and Teacher	
Assessment Name/ Number	
Reason for request- Please give detailed information. If this is an Appeal please give the date that you received the graded assessment that you are asking to be reassessed:	

SECTION B - HEAD OF FACULTY TO COMPLETE:

Extension or Appeal - Accepted or Declined (Please state one):
Reason for Decision:
New Extension Date (if any):
If Appeal is declined, will the student be making a further appeal to the Principal's Nominee?:

Signed (Head of Faculty): Date:

Signed (Student): Date: