Extension Special Request Form

# This special request form is designed for any time you wish to make a request to complete an assignment late or outside of the due dates set in class. It should be used only in very special circumstances (see the syllabus on my DP for guidance here). Complete this form and email it to me; I will let you know whether your request is accepted, denied, or needs to be modified.

1. Which assignment(s), exactly did you miss? You must use the names listed in the gradebook on Infinite Campus to have your request granted.
2. What is the reason you are making this request? Attach any documentation like doctor’s notes or otherwise- if you have hard copies of these, you may give them to Lori in person.
3. What, exactly, do you propose to do about it? Include specific dates, times, methods of turning the assignment(s) in. Realize that if your request is accepted, these dates and times will be binding, and you will not be allowed to turn in assignments later than we agree in this contract.

**Name:**

**Date Submitted:**