



SIR WILLIAM MULOCK
SECONDARY SCHOOL

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Carmen Spiteri-Johnson
Principal

Georgia Clifford
Vice-principal

Joshua Platt
Vice-principal

REQUEST FOR AN ALTERNATIVE DUE DATE (BEFORE AN ASSIGNMENT IS DUE)

This form is for students to communicate with their teachers regarding a legitimate need for extra time on an assessment. Please communicate with your teacher prior to an assignment being due to make the request. Only reasonable and legitimate requests for extra time will be considered.

Student Name: _____

Assignment: _____

Original Due Date: _____

Date of Request: _____

Reason for Request:

Assessment Evaluation & Communication Checklist:

- Teacher has communicated with parent/guardian. Date: _____
- Teacher has communicated with SERT, Student Success, ELL Teacher, Guidance or Administration if necessary. Date: _____
- Student and Teacher have monitored progress of assignment from the assigned date.
- Legitimate reason(s) for alternative due date.

Is this the first missed assignment? yes no, _____ total missed assignments to date

Mutually agreed upon NEW due date: _____

Please Note:

- ✓ If the assignment is not handed in on the new mutually agreed upon date, the teacher may deduct marks up to a maximum of 2% per day, total deductions not to exceed 8%

Student and Teacher have mutually agreed to the terms outlined above.

Student Signature

Teacher Signature

Parent Signature