



COURSE EXTENSION REQUEST FORM

Fill out this form if you are requesting to extend the end date of an online course for a student. Remember, the form must be submitted at least 3 weeks prior to the current end date and end dates cannot be extended past 6 months for a one semester course or 12 months for a full year course without an additional fee. Forms may only be submitted by the Progress Monitor (or main point of contact at the school). Only one extension per student per course is permissible.

This form must be signed and returned prior to a student being granted the permission to work at an extended pace. This includes: a. Students who declare that they desire to work at an extended pace from the onset of entering a course. b. Students who wish to change their original pace declaration from accelerated or traditional to the extended pace, but this must be done at least 3 weeks before the original end date.

The form will be reviewed by the Extension Committee once it is submitted, and an acceptance or denial of the course extension will be issued within 2 weeks of the submission of the form. * **Required**

Name of Student Requesting an Extension

Course Title for which an Extension is Needed

Name of Teacher for the Online Course

It is my desire for the student named above to work at an extended pace in the above online course. I acknowledge that working at an extended pace will result in the student completing the course in the time frame listed below. I also acknowledge that students must abide by the course communication and progress policy during this time to remain in the online course. The number of assignments that must be completed remains the same, but I understand they will be spread out so that the student will have to complete fewer per week. I understand I will receive approval or rejection of this extension within 2 weeks of submission of this form. *

- I agree to this statement
 I do not agree to this statement

I also agree to pay any extra fees that would be required due to the time frame requested. If I am asking for the course to be extended beyond 6 months for a 1-semester course or 12 months for a 2-semester course, then I agree to pay \$65 for the extension (and an additional \$75 if using a Sevenstar teacher). I also agree to pay the \$100 extension fee if I do not have the form submitted within in the time period required (at least 3 weeks before the end date). These fees must be paid before the extension will be granted. *

- I agree to this statement
 I do not agree to this statement

I request a new end date of _____ and I understand the student's final grade will be submitted on this date. No additional extensions will be granted. *

Parent Signature (only required if Parent is the Progress Monitor or main contact): _____

School Personnel Signature (only required if School is the Progress Monitor or main contact):

Please email completed form to mscott@nacschools.org