



Administrative Academic Extension Form

To be considered for a **one-week** Administrative Academic Extension, students must meet the following qualifications:

- The student must have already been granted an academic extension by their instructor, but failed to complete their work within the additional two-week time period.
- Have completed at least 70% of the coursework and have a 60 percent or better.
- Request extension by submitting an email to the eSchool Program Principal, Anthony Casper at acasper@kUSD.edu. You need to cc the instructor and your parent or guardian. The e-mail is to include the following information:
 1. Course Name
 2. Instructor's Name
 3. Percentage of course completed
 4. Explanation as to why you were unable to meet the deadline.
 5. Your plan to complete the work if given the additional one-week extension.

The extension does not guarantee a passing grade. Students must successfully complete the course and pass the final exam.

Please note that students who are in any of the following programs or have documented plans, need to contact the eSchool Program counselor, Kim Gorman if an extension is needed.

This includes the following: Individualized Education Plans (IEP), 504 Plans, Medically Necessary Virtual Instruction Plans (MEDVI), and the High School Competency Diploma program (ITED). Kim Gorman can be reached at kgorman@kUSD.edu.

Students with extenuating circumstances should contact the eSchool Program Principal for additional support.