

REQUEST FOR EXTENSION

SCHOOL INFORMATION

Date Requested:

School Name:

Contact Person:

E-Mail Address:

Phone/Extension:

REASON FOR EXTENSION

Complete the form and email to [Stephanie Klupinski](#), Organizational Performance Manager, **and** [Danny Vasconcellos](#), Organizational Performance Specialist. The deadline to submit an extension request is **DECEMBER 16, 2013**. Any request submitted after the deadline will not be approved.

Please provide the information requested in the space provided below (use additional sheets as needed):

- Requested item(s) that cannot be submitted by January 13, 2014:

- Reason extension is needed:

- What action will be taken to obtain the requested item:

- Date documentation will be submitted or amount of time needed to obtain the documentation:

NOTE – If you cannot provide the items requested, please explain how you will obtain the item and the amount of time you anticipate it will take to obtain the item.

FOR OPR STAFF USE ONLY

Date

Received:

OPR Staff

Member:

Comments: