

### Extension Request Form

NACCAS School Ref. # \_\_\_\_\_

1. Official Name of School on State License \_\_\_\_\_

2. Street Address of School: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3. Please consider this a request for an extension of time to submit the following document:

Name of document: \_\_\_\_\_

4. It would be helpful for me to have \_\_\_\_\_ additional days.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name and title

**\* The Extension Request form must be received at the NACCAS office at least 30 days prior to the expiration of the present due date and be accompanied by a letter of explanation of why the extension is needed. Submission later than 30 days prior to the due date may result in a late fee, where applicable. Please submit both documents in writing by traceable means and in accordance with 1.6(c) of NACCAS Rules of Practice and Procedures.**

For NACCAS Use Only:

Process: \_\_\_\_\_ Document due date: \_\_\_\_\_

Extension days already used in this process<sup>1</sup>: \_\_\_\_\_ Extension days remaining: \_\_\_\_\_

\_\_\_\_\_ Day Extension GRANTED

Extension DENIED

\_\_\_\_\_  
Dr. Tony Mirando, M.S., D.C.  
Executive Director

\_\_\_\_\_  
Date

<sup>1</sup> This includes days on "Show Cause" and "Probation" related to this process.