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 process¹:_________ Extension days remaining:_______

☐ ____ Day Extension GRANTED       ☐ Extension DENIED

______________________________                ___________________________
Dr. Tony Mirando, M.S., D.C.               Date
Executive Director

¹ This includes days on “Show Cause” and “Probation” related to this process.