

July 2026

Extension Request Form

Contractor:

Vendor No.

Fiscal Year End:

In accordance with *Title 5, California Code of Regulations*, Section 18073, we are requesting a **one-time-only, 30-calendar-day extension** of time to file the required child development audit report. It was beyond the fault and control of the contractor to submit the audit by the due date for the following reason:

Requested by:

Requestor Title:

Phone Number:

Return Response to (email):

Send request by mail **or** email to:

California Department of Education
Audit Report Reviews Unit
1430 N Street, Suite 5319
Sacramento, CA 95814

Email: AuditSubmissions@cde.ca.gov

For Use by CDE Only:

Extension is Granted to the New Due Date of

Extension is Denied Because:

Contractor is on conditional contract status

No extension is granted for a request made after 4:00 PM on the day prior to the due date

A second extension is not allowed

Reason is considered insufficient or not beyond the fault and control of the contractor

By: