



MISSED / LATE / ILLNESS / MISADVENTURE APPLICATION

WHEN TO USE THIS FORM

This form is to be used if, on the day an assessment task is due,

- you were absent from school for a legitimate reason
- you know in advance you are going to be absent from school
- un-foreseen circumstances prevented you from submitting or completing the task.

In the case of illness, a medical certificate should be provided stating clearly: the date of the onset of the illness, plus any additional dates of consultation, a description of the student's symptoms, an indication of the duration of the condition and the likely impact of the condition on the student's performance on the task

In cases requiring an extension of time (e.g. misadventure) this form should indicate; the date, time and duration of the occurrence and subsequent events, a description of the occurrence and details attached from an independent person where relevant (e.g. police, counsellor, doctor etc.)

This form must be returned to your teacher on the first day back after absence from school. Applications for extensions of time for legitimate reasons must be submitted before the due date with sufficient time for the application to be processed.

STUDENT AND PARENT TO COMPLETE THIS SECTION

(Please ensure you have read the instructions above. If this space is insufficient, please attach a separate sheet)

Tick to indicate the nature of the application:

Missed Extension Late

Student's Name: _____ Year: _____ Course: ROSA Preliminary HSC

Subject: _____ Teacher: _____

Name of Task: _____ Due Date: ____/____/____

Reason: (Parent to complete)

Evidence Attached (e.g. Medical Certificate): Yes No

(In the case of illness, a medical certificate must be attached)

Name: _____

Contact details: _____

Parent Signature: _____

Date: ____/____/____

SCHOOL USE ONLY

Teacher's Recommendation: _____

Teacher's Name and Signature: _____ Date: ____/____/____

Head Teacher's Decision: Approved Declined

Details: _____

HT decision communicated to student: _____

Head Teacher's Signature: _____ Date: ____/____/____