



PLANNED ABSENCE NOTIFICATION: Request for Extension of Due Date

Please complete a separate form for each task

This form should be used if you know you are going to be away on the day a Hand-In (HI) task is due or an In-Class (IC) task is to be completed. This includes absence for school-related activities.

Year 11 & 12 students this includes planned absences in the two days prior.

Note: In most circumstances a Hand-In (HI) task will be required to be submitted prior to the absence.

Today's date: _____

Name: _____ Year: _____ PC: _____

Subject: _____ Task due date: _____

Nature of assessment task (please circle): Hand-In (HI) or In-Class (IC)

Brief outline of the task: _____

Class teacher: _____

Date(s) of Absence: _____ (first day of absence from school) until _____ (last day of absence from school)

Reason(s) for absence: (attach any notes of explanation from parents, doctor's certificate, etc):

Signed: _____ (Student) Signed: _____ (Parent/Guardian)

Return to Leader of Curriculum (Years 11-12) OR Assistant Principal, Curriculum (Years 7-10)

RECOMMENDATION / APPROVAL

Leader of Learning recommendation:

(include proposed date for submission or completion of task after consultation with class teacher)

Signed: _____ (Leader of Learning)

Assistant Principal / Leader of Curriculum:

Outcome: _____

Signed: _____ (Assistant Principal /Leader of Curriculum)

Student Notified Date: _____ Parent Notified Date: _____ Teacher Notified Date: _____ LoL Notified Date: _____