



UNPLANNED ABSENCE OR MISADVENTURE NOTIFICATION

Please complete a separate form for each task

Today's date: _____

Name: _____ Year: _____ PC: _____

Date(s) of absence: _____ Task date: _____

(Year 11 & 12 only) Were you absent or late to school on the one or two days prior? Yes / No

Subject: _____ Class teacher: _____

Nature of Assessment Task (please circle): Hand-In (HI) or In-Class (IC)

Brief outline of task:

Reason(s) for being absent or nature of misadventure: (state details to support your case for consideration)

Medical certificate from: _____ (name of doctor)
(Note: the medical certificate must be attached to this form and submitted immediately upon return)

Signed: _____ (student)

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

RECOMMENDATION / APPROVAL

Leader of Learning recommendation:

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: _____