



# 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: \_\_\_\_\_