



ASSESSMENT ABSENCE / MISADVENTURE / REPRESENTATION / TAFE WORK PLACEMENT FORM

Forms must be submitted BEFORE the due date, unless illness or misadventure is the reason, which must be returned on the first day back at school. **ALL SECTIONS MUST BE COMPLETED BEFORE HANDING IN TO THE LEARNING & CURRICULUM COORDINATOR.**

Student's Name: _____ Year 7 Year 8 Year 9 Year 10

Subject/s: _____

Type of Task: In class Hand in Exam Field Work

Teacher/s: _____ Submission Date of Form: / /

WHAT IS THE REASON FOR COMPLETING THIS FORM?

ILLNESS MISADVENTURE REPRESENTATION TAFE/SBAT/WORK PLACEMENT LEAVE

If the reason is for Leave, have you completed a leave form? Yes No

Details/Explanation for Illness/Misadventure to be completed by relevant people on the reverse of this form.

Representation/TAFE/Work placement, provide details here: _____

SUBJECT	EXAM OR TASK DUE DATE	RECOMMENDATION BY KLA COORDINATOR

Student's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Subject Teacher's Signature: _____ Date: _____

KLA Coordinator's Signature: _____ Date: _____

Learning & Curriculum Coordinator endorses KLA Coordinator's recommendation (above)
 If not endorsing, Learning & Curriculum Coordinator's final decision is _____

 Learning & Curriculum Coordinator's Signature: _____ Date: _____

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