Notification of Extended Leave

- Students are required to submit the Notification of Extended Leave Form to the (Head of Campus, Deputy Principal) for 3 or more days
- Requests should be made at least 2 school weeks in advance
- All sections are to be completed. Please attach additional information as required.

Student name: Year Level:

Tutor Group and teacher: Dates of absence:

Last day at school: First day back at school:

Reason for absence (please check):

- ☐ Medical reasons
- ☐ Sport commitment
- ☐ Personal
- ☐ Other (please provide) _____

Please include details for absence:

_____

_____

_____

_____

Student to complete:

What will I do to catch up on missed work during my absence?

_____

_____

_____

_____

_____

_____

Date: Student Signature:

Parent Signature: Director of Campus Signature:

Student is to complete the table below after discussion with each teacher and submit completed form to the Director of Campus

Subject (please complete details)	Teacher	Work to be completed	Work supplied or located	Date and teacher signature

Assessment due during this time: _____

_____

Copy to office, Head of Year and subject teachers