

Clontarf Beach State High School Extension/Exam Absence Application Form

| STUDENT NAME: | YEAR LEVEL: | CARE CLASS: | DATE: |
|---------------|-------------|-------------|-------|
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| Types of Adjustment Required (select from the reasons below): |
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| <input type="checkbox"/> Extension of due date for an assignment (illness, misadventure) <input type="checkbox"/> School approved absence from an exam (mandatory curriculum excursion, representing the school) <input type="checkbox"/> Unplanned absence from an exam (illness, misadventure) <input type="checkbox"/> Approved AARA |

| Reason for Application | |
|---|---|
| School Approved Absence (exam must be completed before the original due date) | |
| Provide details: | Required evidence attached: <input type="checkbox"/> Note from organising teacher supporting the absence |
| Illness | |
| Provide details: | Required evidence attached: <input type="checkbox"/> Medical certificate |
| Misadventure | |
| Provide details: | Required evidence attached: <input type="checkbox"/> Documentation supporting the misadventure |

| Assessment Information | | | | School Use Only | |
|------------------------|---------|-----------------|-------------------|-------------------|-------------------------|
| Subject | Teacher | Assessment Item | Original Due Date | Approved Due Date | Approving HOD Signature |
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| Parent/Carer Acknowledgement | |
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| I have discussed the grounds for this application with my child and I support the request for an adjustment. I acknowledge that this is a request that is subject to approval from the curriculum Head of Department, House Dean and Senior Schooling Deputy Principal in line with the school assessment policy. | |
| Student Signature: Date: __/__/____ | Parent/Carer Signature: Date: __/__/____ |

| House Dean Approval | SS Deputy Approval | Student and Parent/Carer Notified | AARA reported to QCAA by SS Deputy | Placed in Student File |
|------------------------------------|------------------------------------|------------------------------------|---|------------------------------------|
| Signature: Date: __/__/____ | Signature: Date: __/__/____ | <input type="checkbox"/> Completed | <input type="checkbox"/> Completed <input type="checkbox"/> Not applicable | <input type="checkbox"/> Completed |