ALBION PARK HIGH SCHOOL

ILLNESS AND MISADVENTURE FORM

If illness, accident, misadventure or special circumstances prevents a student from completing a set task on or by the due date, the school must be advised immediately the situation is known. On the day of returning to school this form must be completed and returned to the Head Teacher of the subject affected.

Students are responsible for the completion of Part A of the illness and misadventure form as well as ensuring that it is handed to the subject Head Teacher.

Part A

1. Family Name: _____ First Name: _____ Year 10 11 12
2. Assessed Task:

   _____
3. Due Date: _____ / _____ / _____
4. Reason for this application:

   ☐ Absence ☐ Non-completion

   Due to . . .

   ☐ Illness ☐ Accident/Misadventure ☐ Special circumstances

   Attach supporting documents such as Medical Certificates (the signature and endorsement of the Principal, Deputy or School counsellor may be sought for details in this part)

   Details:

   _____

   _____

   _____

   Medical Certificate from _____ (Doctor) Attach a copy

   _____ _____ / _____ / _____ _____

   Signature of Student Date Signature of Parent

Part B

5. Subject KLA: _____

   Class teacher Comment:

   _____

   _____

6. Head Teacher/s Decision

   ☐ Not supported: Insufficient cause, assessment confirmed

   Warning letter to be issued immediately

   ☐ Supported

7. Resolution agreement:

   ☐ Extension of time without penalty OR

   ☐ Set a substitute task OR

   ☐ Give an estimate based on the evidence OR

   ☐ Assessment confirmed

   Completion Date: _____ / _____ / _____ Student Signature: _____

   Head Teacher Signed: _____ ☐ SENTRAL Entry

(Note: A copy of this is to be kept in faculty records, original in student file)