



Illness or Misadventure Form – Year 7 to Year 9

The student and parent/carer must complete this form when:

- a student is absent on the due date of an assessable task or experiences significant misadventure in the days leading up to an assessable task (send this form to the relevant Head of Department), or
- a student is absent on the day of an examination or experiences significant misadventure in the days leading up to an examination (send this form to the Director of Curriculum).

Name: _____ Year: _____

Course: _____ Teacher: _____

Title of Task: _____

Weighting of Task: _____ Due Date: _____

**I declare that _____ was absent from the College on _____ /or
unable to complete the task for the following reasons:** _____

The following documentary evidence is attached (e.g. Doctor's Certificate): _____

Parent / Carer Signature: _____ Date: _____

Recommended Outcome: _____

New Due Date: _____ HOD Signature: _____

Decision: Approved Not Approved Other: _____

Signed: _____ Mrs Amy Woodward, Director of Curriculum
(Years 7 – 9 Examinations Only)

Office Use Only:

Date Received & Filed: _____

Notified HOD / Class Teacher

Notified Student

Recorded on Summary Sheet

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