



EXTENDED STUDENT ABSENCE NOTIFICATION FORM

Please return this form to the Deputy Principal as soon as possible (at least 3 weeks prior to absence).

A letter of acknowledgment will be sent to parent/carer via SEQTA within a week of notification.

By completing this form, parents/carers acknowledge that:

- your child is responsible for proactively engaging in learning activities through SEQTA-Learn while absent
- incompleteness of assessments in Senior Years place students at risk of not achieving Minimum Entry Requirements, SNC Graduation and achievement of the Western Australian Certificate of Education (WACE)
- extended absences may impact teachers' ability to produce an Academic Report for your child

Name of student: Year level: Homeroom:

Dates of absence – Start date: End date: Return date:

Reason for absence (please attach any documentation):

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Student to complete: assessments scheduled during period of absence

| SUBJECT | ASSESSMENT | DUE DATE | IN CLASS (IC) OR TAKE HOME (TH) | Revised DUE DATE (Determined by teacher) | TEACHER SIGNATURE |
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Parent/Carer Signature: _____ **Date:** _____

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| <p>SCHOOL ADMINISTRATION USE ONLY</p> <p>Receptionist:</p> <p><input type="checkbox"/> Scan Form & docs</p> <p><input type="checkbox"/> Sends letter of acknowledgment (DP signed)</p> <p><input type="checkbox"/> Retain in student file</p> | <p style="text-align: right;">Date received:</p> <p>Deputy Principal:</p> <p><input type="checkbox"/> uploads & informs teachers, HoLAs & PCT via SEQTA</p> <p><input type="checkbox"/> Sign: _____ Date: _____</p> |
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