



Notification of Student Absence

Please note:

1. NSW Education Standards Authority, (NESA) course requirements **MUST** still be met regardless of reason for leave.
2. It is the student's responsibility to follow up any missed class work or assessment tasks directly with their teacher.
3. *Application for Extended Leave – Travel and Application for Exemption from Attendance at School* – use separate form available from the Deputy Principal.

STUDENT DETAILS:

Family Name:	Given Names:
Year:	

LEAVE DETAILS:

Date(s) of Leave: From to (inclusive)

Indicate below with an X which classes you have missed/not attended.

Monday	Tuesday	Wednesday	Thursday	Friday
L1A	L4A	L7A	L3B	L6B
L2A	L5A	L1B	L4B	L7B
L3A	L6A	L2B	L5B	L8

Reason for Leave:

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Medical Certificate from Doctor (for absences in excess of 3 days) is attached. Yes No

Signature of parent/guardian: Date:

Print parent/guardian name:

OR

Signature of independent student: Date:

[Note: Records are not amended if Leave Form is submitted after 7 school days of Leave Date]

OFFICE USE ONLY:

Roll amended: Yes No

Code: S L U

Reason, if roll not amended:

More than 7 school days

Other

Date: Roll amended by: