



EAST LODDON P-12 COLLEGE

ABSENCE FROM OR PRIOR TO SCHOOL-ASSESSED COURSEWORK

Students who miss School-assessed coursework (SAC) due to illness or personal hardship must apply for an opportunity to undertake the assessment. This form must be completed **immediately** upon return to school following an absence from a SAC.

Strict conditions apply to the granting of an opportunity to undertake the SAC.

Documentation to support the application is essential.

Name: _____

Date of application: ____/____/____

Subject: _____ Unit: _____

SAC: _____

Teacher: _____

Date of absence: ____/____/____

Reason for absence:

Supporting documents (Please tick the relevant box/es and attach to this form)

- ☐ Doctor's certificate
☐ Letter from Parent/Guardian
☐ Student declaration (only for students over 18)
☐ Other _____ (please specify)

N.B. Reasons for absence must be for genuine illness or serious personal hardship. Acceptance of documentation from parent or other source will be at the discretion of the Senior Sub-School Leader and/or the subject teacher.

Student signature: _____ Date: ____/____/____

Parent/Guardian signature: _____ Date: ____/____/____

Application: **APPROVED** **NOT APPROVED**

Senior-Sub School Leader signature: _____ Date: ____/____/____