Stage 6
Permitted Absence Form

Students are to use this form when they intend to be absent from the College the day before an Assessment Task is due.

- Students must submit this signed form to the Director of Learning Innovation for approval at least 48 hours before the due date.

For a detailed overview please consult the ‘Assessment Guideline section’ in the student Assessment Handbook.

Student Section (Please fill out all details)

Student Name: ___________________________________ Teacher: ___________________________________

Today's Date: ___________________________________ Task Name: ___________________________________

Task Name: ___________________________________ Original due date: ___________________________________

Reason for permitted absence request: ________________________________________________________________

This is a true and valid account:

Student signature ___________________________________ Date

Parent/Guardian signature ___________________________________ Date

COLLEGE USE ONLY

Teacher Section (Complete all details and enter this on Edumate as a note then forward form to Director of Learning Innovation)

Approved ☐ Declined ☐ Revised due date: ______________________________________________________________

Teacher signature ___________________________________ Date

Director of Learning Innovation signature ___________________________________ Date

Student Receipt

Student Name: ___________________________________ Teacher: ___________________________________

Task: ___________________________________ Revised due date: ___________________________________

Director of Learning Innovation signature: ___________________________________ Date: ________________________