



San Clemente High School, Mayfield Assessment - Illness/Misadventure/Variation Form

Please complete, sign and submit this form to the relevant Leader of Learning.

Tick one of the following boxes:

Illness/Misadventure – Unforeseen absence on the day of a task

Submit this form on the FIRST school day of attendance after the due date of the task.

Illness/Misadventure – During an assessment task

Submit this form on the DAY OF THE TASK or the FIRST school day of attendance after the task.

Assessment Variation – Extension request for task submission

Submit this form at least FIVE SCHOOL DAYS prior to the due date of the task.

Assessment Variation – Change of date for in-class task (foreseen absence)

Submit this form at least FIVE SCHOOL DAYS prior to the due date of the task.

SECTION ONE: To be completed by the Student:

Name:

Mentor:

Course:

Assessment Task Number:

Due Date:

Class Teacher:

Reason for the submission of the Illness/Misadventure/Variation Form:

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The following actions **MUST** be completed by the student (*please tick each box once finalised*):

Supporting Parent/Guardian statement:

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Appropriate independent evidence attached (e.g. Medical certificate, funeral notice) – **YEAR 10 only**

Signed: (Student)

Date:

Signed: (Parent/Carer)

Date:

SECTION TWO: To be completed by the panel (Leader of Learning & Assistant Principal)

Application accepted

Application denied

Outcome/Details:

Assistant Principal's signature:

Date:

STAFF: Alternate arrangements chronicled on Compass. Outcome emailed to Parent/Carer. Copy filed in student file.