



Extended Leave Request Form

Years 7 - 10

Parents are required to request approval of leave from the Principal if the student will be out of the College for five (5) days or more.

Submission of Form

You can type leave details into this form and print for signature or print and complete the form. The form is to be given to the Principal or scanned and emailed to the.principal@stcc.act.edu.au for approval.

Student Details

Student Name:

Year Level: PC Group:

Leave Details

Type of Leave:

Date From: To:

Students are required to communicate with each of their teachers to ensure that any assessment tasks scheduled during the time of leave are completed. Students also have the responsibility to follow up on learning covered in class during their absence.

Explanation for the Absence:

Parent/Carer Signature:

Approval

Office Use Only

Approved: Not Approved:

Principal Signature: Date:

Please fill out the relevant Assessment Task and Missed Course Content table on the back of this page

Assessment Tasks

Before approval of leave, the student is to list in the table below the assessment tasks that will be missed during her absence and indicate what arrangements she has made with the teacher to address this. e.g. completion of some tasks before departure, whilst away (if appropriate) or on return.

Task & Weighting	Teacher's Name	Original Due Date	New Due Date	Other Relevant Information	Teacher's Initials

Missed Course Content

Before approval of leave, the student is to discuss with her teachers the course content that will be missed during her absence and indicate in the table below what arrangements she has made with the teacher to address this. For example, arranging to take some work with her to complete while absent.

Subject	Strategy	Teacher's Initials