



Illness, Misadventure and Request for Extension

A new form is required for each subject assessment task. Only one form is required for cross-curricular tasks where one assessment is provided – see note below*

Please tick the relevant box

Illness ☐

Misadventure ☐

Request for extension ☐

Section 1: Completed by student and parent.

NAME: _____ HOMEROOM _____

SUBJECT(S)*: _____ TEACHER(S)*: _____

TASK NUMBER: _____

NATURE OF TASK: _____ DUE DATE: _____

REASON FOR ABSENCE/REQUEST _____

STUDENT'S SIGNATURE

PARENT'S SIGNATURE

Date: _____

Date: _____

Section 2: Completed by class teacher. Student to return completed form to Student Services.

ACTION TAKEN: _____

TEACHER'S SIGNATURE

STUDIES COORDINATOR'S SIGNATURE*

Date: _____

Date: _____

Comment: _____

Copy to be kept on student file and filed in the student chronicle on Compass

**For cross-curricular tasks ensure you write down all subjects and all teachers. A Studies Coordinator responsible for the task must sign this form before you hand this to Student Services.*