



Year 7 - 9 Illness, Misadventure and Request for Extension

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

Section 1: To be completed by student. Form must be handed in on return to school

Name: _____ Year _____ Homeroom _____

Subject(s)*: _____ Teacher(s)*: _____

Task Name: _____ Task No: _____

Nature of Task: _____ Due Date: _____

Reason for Absence/Request _____

Student's Signature

Parent's Signature

Date: _____

Date: _____

Section 2: To be completed by the class teacher/Leader of Learning

Resolution Decision: Accepted / Rejected

Action Taken: _____

Teacher's Signature

Leader of Learning's Signature*

Date: _____

Date: _____

Comment/Reason: _____

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 Leader of Learning responsible for the task must sign this form before you hand this to Student Services.