Extended Absence Form – Hawker College

Students need to seek approval in principle from the Executive Teacher Student Services prior to discussing the “work to be completed while away” with teachers. Then you will be required to:

* Attach your note, letter or any other documentation to the back of this form. Write in the names of the units you are studying on the appropriate lines.
* Ask each of your teachers to fill out this form and have it signed by your parent/guardian.
* Take the completed form to the Executive Teacher Student Services in the DEN for approval.

Please note that this form should be completed **at least** one week before the absence commences.

BSSS Policy and Procedures Manual\* states that students need to attend at least 90% of classes. In general, leave may only be granted due to illness, misadventure or for representative duties. Holidays, in most cases, will not be considered approved leave.

\* <http://www.bsss.act.edu.au/publications>

### Name:       Year: 11 / 12 Dates absent from       to

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| Unit | Teacher’s signature | Work to be completed prior to leaving | Work to be completed while away |
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Signature of Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for absence

Executive Teacher, Student Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_