



# St Joseph's High School Aberdeen

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## Extension/Illness/Misadventure Form

<b>Name:</b>		<b>Admin:</b>
Subject:	Teacher:	Coordinator:
Task No.	Task Type:	Due Date:

Reason for Application	
<input type="checkbox"/>	Extension to submit / complete an Assessment Task
<input type="checkbox"/>	Absent from school for the submission date of a Hand in Assessment Task
<input type="checkbox"/>	Absent from school for an in class Assessment Task
<input type="checkbox"/>	Exceptional Circumstances adversely affecting your ability to complete an Assessment task
<input type="checkbox"/>	Sick during an Assessment Task at school
<input type="checkbox"/>	Misadventure/Undue hardship
<input type="checkbox"/>	Other (explain):

Supporting Evidence – to be completed by the student		
Suggested Alternate Date for task submission:		
I have attached relevant supporting evidence:		
<input type="checkbox"/> Medical Certificate	<input type="checkbox"/> Legal Documents	<input type="checkbox"/> Letter from Guardian
Student Signature:	Guardian Signature:	
Date:	Date:	

Office Use Only: Studies Coordinator's recommendation	
<input type="checkbox"/> Application Accepted	<input type="checkbox"/> Application Rejected
Comment:	
Studies Coordinator's signature:	Date:

Alternate Arrangements to be logged on Sentral Copies to: Student File, Student/Guardian

Office Use Only: Assessment Committee's recommendation if application is rejected.	
Comment:	
Signature:	Date:
Signature:	Date:
Signature:	Date:

## **Procedure for Requesting an Extension/Illness/Misadventure Consideration**

### **Illness**

**STEP 1:** Parent/Guardian to telephone the school by 8:45am explaining the inability of the student to meet the requirements of the Assessment Task. Obtain a medical certificate to verify student's illness.

**STEP 2:** Download from the Sentral Student Portal a copy of the Extension/Illness/Misadventure form, complete the relevant sections, attaching all supporting medical evidence.

**STEP 3:** On the student's return to school submit the completed form to the relevant Studies Coordinator.

**STEP 4:** Applications will be considered by the Studies Coordinator.

**STEP 5:** The decision to accept or reject the application will be communicated to the student in writing, with alternate arrangements if required.

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### **Extension**

**STEP 1:** Download from the Sentral Student Portal a copy of the Extension/Illness/Misadventure form, complete the relevant sections, attaching all supporting evidence.

**STEP 2:** Submit the completed form to the relevant Studies Coordinator at least **three days** prior to the due date.

**STEP 3:** Applications will be considered by the Studies Coordinator. .

**STEP 4:** The decision to accept or reject the application will be communicated to the student in writing, with alternate arrangements if required.

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### **Misadventure**

**STEP 1:** After an assessment task has been completed in which the student believes they have experienced undue hardship and were disadvantaged, download from the Sentral Student Portal a copy of the Extension/Illness/Misadventure form, complete the relevant sections, attaching all supporting evidence.

**STEP 2:** Submit the completed for the relevant Studies Coordinator.

**STEP 3:** Applications will be considered by the Studies Coordinator. .

**STEP 4:** The decision to accept or reject the application will be communicated to the student in writing.