



St Joseph's Catholic College Aberdeen

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Extension/Illness/Misadventure Form

NOTE: This form should be **handed** to your **Subject Teacher** or relevant **Leader of Learning (LOL)**.
 If the illness/Misadventure is for an entire **Examination Block**, please submit to an **Assistant Principal**.

DO NOT LEAVE THIS FORM AT STUDENT SERVICES

Forms not fully completed may not be considered.

Name:		Pastoral Class:	
Subject:		Teacher:	
Task No.		Due Date:	
Weighting:	%	Task Type:	

Reason for Application – to be completed by the student	
<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 (Year 7, 8 and 9 ONLY)	
Student Signature:	Guardian Signature:
Date:	Date:

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

STAFF: Alternate Arrangements chronicled on Compass. Email copy to Parent/Guardian. Hard Copy to student. File copy in student file with return slip.

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 Compass School Documentation 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 your subject teacher or the relevant Leader of Learning.

STEP 4: Applications will be considered by the Leader of Learning.

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

Extension

STEP 1: Download from the Compass School Documentation 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 Subject Teacher or Leader of Learning at least **three days** prior to the due date.

STEP 3: Applications will be considered by the Leader of Learning.

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

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 Compass School Documentation a copy of the Extension/Illness/Misadventure form, complete the relevant sections, attaching all supporting evidence.

STEP 2: Submit the completed for the relevant Subject Teacher or Leader of Learning.

STEP 3: Applications will be considered by the Leader of Learning.

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