



St Joseph's Catholic College Aberdeen

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Record of Absence (day prior to an assessment task) Form (Years 10, 11 and 12 ONLY)

Forms not fully completed may not be considered.

Please return this form to the Executive Assistant, in the front office. It must be stamped, signed and dated by administration staff.

Name:		Course Name:	
Pastoral Class:	Teacher:	LOL:	
Task No:		Due Date:	
OFFICE USE ONLY			
Submission of this Form	Date:	Time:	
Received by (Admin Staff Members Signature):			

Reason for Absence – to be completed by the student

Supporting Evidence – to be completed by the student <i>Please attach evidence (Medical certificate, confirmation of appointment, etc.)</i>			
I have attached relevant supporting evidence:			
<input type="checkbox"/> Medical Certificate	<input type="checkbox"/> Legal Documents	<input type="checkbox"/> Other	

Student Signature:	Parent/Guardian Signature:
Date:	Date:

Procedure for Requesting a School-Based Assessment Variation

- STEP 1:** When completed or when the student returns to school, submit the completed form to Executive Assistant in the front office. It must be stamped, signed and dated by Executive Assistant as received. They will return the copy to you.
- STEP 2:** Applications will be considered and recorded by the Leader of Learning. If it is not acceptable, they will make a recommendation to the Assessment Committee (in the case of Years 10, 11 or 12), via the LOL recommendation Chronicle.