FORM A

DECLARATION OF STUDENT ABSENCE ON DAY OF ASSESSMENT TASK

1. DETAILS OF TASK MISSED:

   Course: ______________________________________________________________

   Nature of Task: ________________________________________________________

   Due Date: ________________________________

I hereby declare that I was absent from school on __________________________ for the following unavoidable reasons: ________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

SIGNED: ______________________________ (Student)

The following documentary evidence is attached (eg. doctor’s certificate, funeral notice, etc.)

_________________________________________________________________________________

_________________________________________________________________________________

SIGNED: ______________________________ (Parent/Guardian)

SIGNED: ______________________________ (Teacher)

DATE: ______________________________

NOTE:

1. This form must be brought to school on the first day's attendance after the absence and taken to the class teacher ready to complete task.

2. The student should always have copies of this form. Spare copies are available from the Leader of Curriculum.

   KLA CO-ORDINATOR

   Leader of Curriculum ________________________________