

Date Received:

**CHELTENHAM GIRLS' HIGH SCHOOL
SCHOOL BUSINESS OR APPROVED LEAVE APPLICATION**

(To be used by students anticipating absence from an assessment task due to school business or approved leave)

Student Name Subject Course (circle one) HSC /PRELIM /RoSA.

Class: Year

Task: % Value

Date Due/Scheduled:

Teacher's Name.....

Please explain the nature of the school business or approved leave.....
.....
.....

Documentary Evidence Sighted Yes/No Form of evidence

- 1. Student's Signature..... Date
- 2. Parent's Signature Date
- 3. Deputy Principal Signature Date.....

4. THIS FORM NOW TO BE HANDED TO THE FACULTY HEAD TEACHER PRIOR TO THE DUE DATE OF THE ASSESSMENT TASK.

5. Head Teacher Determination:

- a. Original task to be completed on/by (date)
- b. Alternative task to be completed on/by..... (date)

NOTE: Where the student submits the task or this application after the due date, refer to the penalties as detailed in the policy.

Head Teacher's comment (if applicable)

6. Head Teacher Signature Date

7. THIS FORM NOW TO BE RETURNED TO THE STUDENT FOR PARENT ACKNOWLEDGEMENT

8. Parental acknowledgement of Head Teacher determination

Parent Name:_____ Parent Signature:_____ Date _____

9. Student returns form to Head Teacher before assessment

Action by Head Teacher: This form now to be copied by the Head Teacher and copies distributed as below:

- a. Original to be filed by Head Teacher
- b. Copy to parent

IF YOU ARE NOT SATISFIED WITH THE DETERMINATION YOU MAY APPEAL. PLEASE FOLLOW THE PROCESS AS PER THE ASSESSMENT POLICY