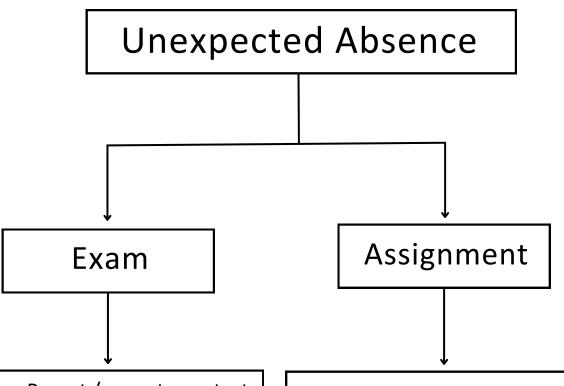
Years 7-10 Absence from Assignment Due Dates & Exams



- Parent / carer to contact relevant HOD or Teacher to explain reasoning for absence.
- Student will sit
 comparable exam at time
 negotiated with relevant
 HOD or Teacher upon
 return to school.
- Students who are absent must make every effort to submit the task by the due date.
- Where this is not possible to submit, the parent / carer of the absent student is to contact the teacher via email or phone on the day the assessment task is due.
- Student must submit assessment task upon first day of return to school.

- Less than 5 days

 5-10 days

 Consecutive days
- Parent / carer to contact relevant LC HOD via email or phone to explain unavoidable impending student absence as soon as possible.
- LC HOD to disseminate information to relevant HODs and Teachers.
- Students to discuss
 alternate assessment
 submission and examination
 dates with teacher and HOD
 of subject area.
- Parent / carer to contact relevant LC HOD via email or phone to explain unavoidable impending student absence as soon as possible.
- LC HOD to organise for student to complete 'extended absence' form with with HOD / Teacher detailing revised assessment conditions.
- Students to return 'extended absence' form to LC HODcopy made and sent home to parents / carers.

- Parent / carer to contact student absences to apply for an 'attendance exemption' for the duration of absence.
- LC HOD to communicate approved attendance exemptions with Teachers / HODs.
- HOD / Teacher to determine revised assessment conditions and communicate home.

Contact details for Learning Community (LC) HODs:

Year 7: Wendy Chambers wcham2@eq.edu.au

Year 8: Shay-Maree Young syoun221@eq.edu.au

Year 9: Claudia Le Plastrier cxlep1@eq.edu.au

Year 10: Kirsty Scott kscot257@eq.edu.au

*If adherence to above process is not followed, final results may be based on work completed in class and draft submission.