



# EXPLANATION RE ABSENCE FOR ASSESSMENT TASK

*This form is to be completed if a student is absent for any reason for an assessment task.*

- **If the absence is due to a school calendared activity** (such as Sport) it must be submitted to the teacher prior to the assessment task.
- **If the absence is due to illness** the school must be notified on the day of absence and the form submitted immediately upon return to school.
- **The scheduling of the resit** will be negotiated between the student and the teacher
- **No work will be assessed until** this form is approved by the VCE Curriculum Co-ordinator

**NAME:** ..... **YEAR LEVEL:** .....

**HOUSE:** ..... **HOMEROOM NO:**.....

**SUBJECT:** ..... **TEACHER'S NAME:** .....

**NAME OF ASSESSMENT TASK MISSED:** .....

**ORIGINAL SCHEDULED DATE OF ASSESSMENT TASK:** .....

**REASON FOR ABSENCE:**.....

.....

**SIGNATURES:** Subject Teacher: .....

Parents: .....

**Medical Certificate attached ?**

**YES**  **NO**

**Approved by VCE Curriculum Co-ordinator:**

**YES**  **NO**

.....  
**VCE Curriculum Co-ordinator's Signature**

.....  
**Date**

Teacher notified