Appendix2 **Assessment Missed Due to Illness/Misadventure**

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| **Student Name:** |
| **Course Name:** |
| **Class Teacher:** |

**Task Details**

|  |  |
| --- | --- |
| **Task Number:** | **Title:** |
| **Weighting:** | **Original Due Date:** |

**Details of Illness/Misadventure/Absence**

|  |
| --- |
| **Date/s of Absences: …………………………** to **…………………………** |
| **Reason for Absence:** …………………………………………………………………………….…………………………….……………………….......................  ………………………………………………………………………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………………………………………………………  Doctor’s Certificate Attached? ❒ Yes ❒ No ❒ Other documentation |

**Student Signature:** …………………………………………………………………………… **Date:** ……………………………………

**Parent Signature:** ............................................................................................................ **Date:** ……………………………………

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**Reply to Request to hand in/perform missed task**

Teacher Recommendation:………………………………………………………………………………………………………………………………………………………………… New Date: ………………………………………………………………………..

Head Teacher Recommendation: ❒ Mark awarded ❒ No mark awarded

Reason: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Head Teacher Signature: ……………………………………………………………… Date: ………………………………..

Head Teacher Name: …………………………………………………………………. DP: …………………………………………………………

❒ Student copy ❒ Faculty copy ❒ Office copy❒ Letter of concern