



MISADVENTURE FORM

Confidential
Senior Students are responsible for the completion of the misadventure form. Complete each of Steps 1-4. (See both pages)

Application for special consideration.....

If illness, accident, misadventure or special circumstances prevent a student from completing a set task on or by the due date, the school must be advised immediately the situation is known and on the day of returning to school, this form must be completed and returned to the Head Teacher of the subject affected. Independent evidence must be provided to support the application.

Step 1

1 Name: _____ Year: _____ Roll Class: _____

2 Course: _____ Teacher: _____

3 Assessed Task:

4 Date Due: ____/____/____

5 Reason for this application:

- Absence Non-Completion Under-achievement
- due to*
- Illness Accident / Misadventure Procedure

Details: Attach supporting documents such as medical certificates.

If the reason is a confidential, personal issue, the signature and endorsement of the Principal, a DP or Counsellor may be substituted for details in this part.

(Medical Certificate from _____ (Doctor) Attach a copy)

Signature of Student ____/____/____ _____
Date Signature of Parent / Guardian

Step 2

Subject Faculty:

1. Class Teacher's Recommendation:

Supported <input type="checkbox"/>	Not supported <input type="checkbox"/>
------------------------------------	--

Step 3

Subject Faculty:

2. Head Teacher's Recommendation:

Supported <input type="checkbox"/>	Not supported <input type="checkbox"/>
------------------------------------	--

3. Decision:

Extension of time without penalty

Set a substitute Task

Completion date: ___/___/___

Give an estimate based on the evidence (**consult with Principal if considering this option**)

Insufficient cause, assessment, assessment confirmed. Student's Signature: _____

(Comments Optional)

Signed: _____ (Head Teacher)

Step 4 (A student may appeal the Decision in Step 3)

Present the completed form to: Year 12, The Principal, Year 11, Deputy Principal

Supported <input type="checkbox"/>	Not supported <input type="checkbox"/>
------------------------------------	--

Signed:

File Date: ___/___/___

Principal Signature