

FORM A

DECLARATION OF STUDENT ABSENCE ON DAY OF ASSESSMENT TASK

1. DETAILS OF TASK MISSED:

Course: _____

Nature of Task: _____

Due Date: _____

I hereby declare that I was absent from school on _____ for the following unavoidable reasons: _____

SIGNED: _____ (Student)

The following documentary evidence is attached (eg. doctor's certificate, funeral notice, etc.)

SIGNED: _____ (Parent/Guardian)

SIGNED: _____ (Teacher)

DATE: _____

NOTE:

1. This form must be brought to school on the first day's attendance after the absence and taken to the class teacher ready to complete task.
2. The student should always have copies of this form. Spare copies are available from the Leader of Curriculum.

KLA CO-ORDINATOR

Leader of Curriculum _____