



ASSESSMENT ABSENCE FORM YEARS 7 – 9

Please fill in the required information below for students who have not completed assessment. Once the Assessment Absence Form has been submitted and approved, students will be allowed to receive academic credit for completed Assessment. Failure to submit the Assessment Absence Form will mean that students will not receive a rating for their assessment.

(Tick as appropriate)

Student Name		Medical	
Class Code		Illness	
Subject		Family Circumstances	
Teacher Name		Bereavement	
Head of Department (see list below)		Other	

Please provide supporting details as necessary:

Email the appropriate Head of Department with the completed Assessment Absence Form and signed by a Parent/Guardian

Head of Department Contact Details

NB:	The Arts	Ms Hearn	ehear3@eq.edu.au
	Junior English	Ms Smith	esmit438@eq.edu.au
	Home Economics	Mr Tol	jt010@eq.edu.au
	Health & Physical Education	Mr Thompson	cthom476@eq.edu.au
	Humanities & Business	Mr Farr-Wharton	afarr76@eq.edu.au
	Industrial Design & Technology	Mr Tol	jt010@eq.edu.au
	Information Technology	Mr Monsour	pmons1@eq.edu.au
	LOTE (Chinese)	Ms Caddies	acadd14@eq.edu.au
	Junior Mathematics	Ms Day	caday1@eq.edu.au
	Science	Ms Albert	aalbe1@eq.edu.au
	Agriculture	Ms Albert	aalbe1@eq.edu.au

Students must complete any assessment they have missed on the first day of their return to Rochedale SHS.

Please attach / scan documentary evidence to support your application.

Parent/Guardian Name: _____ Date: _____

Parent Signature: _____