



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	
Teachers Name		Bereavement	
		Other	

Please provide supporting details as necessary:

Email the appropriate Head of Department with the completed Assessment Absence Form (signed by a Parent/Guardian) and relevant documentary evidence

Head of Department

The Arts	Ms Hearn
Junior English	Ms Smith
Home Economics	Mr Tol
Health & Physical Education	Mr Thompson
Humanities	Mr Farr-Wharton
Industrial Design & Technology	Mr Tol
Information Technology & Business	Mr Monsour
LOTE (Chinese)	Ms Caddies
Mathematics	Ms Day
Science / Agriculture	Ms Albert
STEM	Ms Fites

Please return physical copy to appropriate Head of Department
or email to:
absences@rochedaleshs.eq.edu.au

NB: Students must complete any assessment they have missed on the first day of their return to Rochdale SHS (by negotiation with Head of Department and/or teacher).

Please attach / scan documentary evidence to support your application.

Parent/Guardian Name: _____ Date: _____

Parent Signature: _____