

### Student Absence Notification

This form is to be completed by parents and submitted to the general office when a student is going to be absent from school for an extended period. An example of this may be an extended family holiday when a student is not going to return to school at the start of term.

Student Name		
Student Form		Student Code
Date submitted		
Parent Name		
Parent contact phone number		
Address		
Date of Absence	From	To
Date returning to school		
Reason for absence	<hr/> <hr/> <hr/> <hr/>	
Conditions	<p>Parents are required to ensure their child attends school and to provide an explanation for their child's absence from school, and the principal must record in writing the reason (if any) given by the parent. The principal must be able to determine from the records if the excuse given was reasonable in terms of the parent meeting their legal obligations. <b>Parents are required to enter their child's absences on Compass.</b></p> <p><b>NOTE:</b> Senior School Students also require approval by Coordinators</p> <p>Parent Signature: _____</p> <p>Date: _____</p>	
<p><b>(Office Use Only)</b> Compass note _____ PID</p> <p><b>Emailed to:-</b> _____</p> <p><b>Copy to:-</b> _____</p>	<p><b>(Office Use Only)</b> Principal approval and Signature: _____</p> <p>Date: _____</p>	