

## EAST DONCASTER SECONDARY COLLEGE

20 George Street East Doncaster Vic 3109 Australia Phone: + 61 3 9842 2244 Fax: + 61 3 9841 8010 Email: east.doncaster.sc@edumail.vic.gov.au Web: www.eastdonsc.vic.edu.au DEECD CRICOS Provider Code: 00861K

## **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.

going to return to school at the sta	Tt of term.	
Student Name		
Student Form		Student Code
Date submitted		
Parent Name		
Address		
Date of Absence	From	То
Date returning to school		
Reason for absence		
Conditions	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. Parents are required to enter their child's absences on Compass.  Parent Signature:  Date:	
Entered on to Compass school	(Office Use Only)	
Management System (Office Use Only)	Signature:	
,,	Date:	