



### Illness or Misadventure Form

The student and parent/carer must complete this form when:

- a student is absent on the due date of an assessable task (send this form to the relevant Head of Department),
- a student experiences significant misadventure in the days leading up to an assessable task (send this form to the relevant Head of Department)
- a student is absent on the day of an examination or experiences significant misadventure in the days leading up to an examination (send this form to the Director of Curriculum).

Name: \_\_\_\_\_ Year: \_\_\_\_\_

Course: \_\_\_\_\_ Teacher: \_\_\_\_\_

Title of Task: \_\_\_\_\_

Weighting of Task: \_\_\_\_\_ Due Date: \_\_\_\_\_

**I declare that \_\_\_\_\_ was absent from the College on \_\_\_\_\_ /or  
unable to complete the task for the following reasons:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**The following documentary evidence is attached (e.g. Doctor's Certificate):** \_\_\_\_\_

Parent / Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended Outcome: _____ _____
New Due Date: _____ HOD Signature: _____

Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Other: _____
Signed: _____ Mrs Amy Woodward, Director of Curriculum

Office Use Only:	<input type="checkbox"/> Notified HOD / Class Teacher
Date Received & Filed: _____	<input type="checkbox"/> Notified Student
	<input type="checkbox"/> Recorded on Summary Sheet