



Student Contract for Extended Leave

Student Details

Student Name: Year: Tutor:.....

Dates of exemption from to

Total number of school days:

Note explaining leave given to Tutor teacher or emailed to College: Yes / No
(If no, please email info@stedwards.nsw.edu.au)

Reason for leave:

Please be aware that:

- Students are expected to liaise with their teachers for advice on all work missed during the absence
- Students are expected to complete all assessment tasks prior to their extended leave
- Students on unjustified leave when an examination is taking place will receive a score of zero as per the College Assessment Policy.

Both the parent/caregiver and student are required to sign below and return this Student Contract to Director of Administration. This should only be done once student has spoken to his subject teachers and they have signed below. The Director of Administration will then return a copy to the student and keep the original on file.

Student Signature:

Parent/Caregiver Signature: Date:

Please have all subject teachers sign, acknowledging they are aware of student's absence.

Subject Teacher	Is there any assessment due during this time?	Y / N
Subject Teacher	Is there any assessment due during this time?	Y / N
Subject Teacher	Is there any assessment due during this time?	Y / N
Subject Teacher	Is there any assessment due during this time?	Y / N
Subject Teacher	Is there any assessment due during this time?	Y / N
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Subject Teacher	Is there any assessment due during this time?	Y / N
Subject Teacher	Is there any assessment due during this time?	Y / N
Subject Teacher	Is there any assessment due during this time?	Y / N
Subject Teacher	Is there any assessment due during this time?	Y / N

Director of Curriculum: Pastoral Leader:

Completed form to be handed to Director of Administration prior to student going on extended leave.