CAVENDISH ROAD
State High School
Nil sine pulvere, nil praeter optima.

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DETE (Department of Education and Training) CRICOS No 00608A

Years 11 & 12 Missed Exam Form due to School Approved Absence

Please refer to Cavendish Road State High School's Assessment Policy

How to use this form:

Step 1	**Step 2**	**Step 3**
Download and Open – Save this file to your computer and open it using Adobe Acrobat. Do not fill it out in your browser. **NOTE: You must complete a separate form for each subject.**	A school approved absences may include: school excursions that cannot be scheduled at another time, school, district, regional, state or national representation for school supported sport, artistic endeavours, student exchange programs, audition or entrance exams.	Fill in the form and attach it along with documentary evidence and email to the Faculty Head of Department and your teacher. For further information, please refer to the Cavendish Road SHS Assessment Policy.

Student Details

Surname:

First Name:

Year:

Subject:

Teacher:

Exam Date:

Details:

Documentary Evidence Attached: Choose one For instance, an email from the activity organiser

Parent Name:

Parent Email:

HOD Use Only

The outcome of the Missed Exam Form due to School Approved Absence application will be recorded in OneSchool Contacts and communicated to the students, parent(s), and the relevant Teacher.