



# Rockhampton State High School

## Notification of Extended Leave

- Students are required to submit the Notification of Extended Leave Form to the HOD Senior Schooling for 3 or more days of absence.
- Requests should be made at least 2 school weeks in advance
- All sections are to be completed. Please attach additional information as required.

Student name:

Year Level:

Form Class:

Dates of absence:

Last day at school:

First day back at school:

Reason for absence (please tick):

- ☐ Medical reasons
- ☐ Sport commitment
- ☐ Personal
- ☐ Other (please provide) \_\_\_\_\_

(As per the RSHS Assessment Policy 2016, the taking of family holidays or attendance at leisure or recreational events does not constitute a valid reason for being absent from scheduled assessment)

Please include details for absence:

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**Student to complete:**

What will I do to catch up on missed work during my absence?

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Date:

Student signature:

Parent signature:

HOD Senior Schooling (Mrs T Crow) signature:

The student is to complete the table below after discussion with each teacher. This form needs to be submitted to the HOD – Senior Schooling (Mrs T Crow) in A wing.

Subject	Teacher	Work to be completed while you are away	Work that was supplied by your teacher	Teacher signature and date

Is any assessment due or exams scheduled during the time of your absences? Yes / No

If yes, give details below:

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