



Donald Road, Queanbeyan NSW 2620

Phone: 02 6298 4333

Email: karabar-h.school@det.nsw.edu.au **Website:** karabar-h.schools.nsw.gov.au

Illness/Misadventure Application Form

Submit at time of illness/misadventure but no later than 48 hours (two school days) after the due date

Student Name:

Course:

Teacher:

Task Name:

Date Due:

Date of submission of request form:

Course Teacher/Head Teacher contacted

Date of this contact:

If your application is highly confidential or sensitive in nature you may contact the Principal directly

Nature of request (please select):

ILLNESS

MISADVENTURE

Please **provide details** and **attach independent evidence** to this form:

Student Signature: _____

Date:

Parent/Caregiver Signature: _____

Date:

PART 2 – STAFF ONLY
Illness/Misadventure Application Form

STEP 1 – Head Teacher

Student name:

Task name:

Course:

Faculty:

Not Supported

Supported **(GO TO STEP 2)**

Insufficient cause demonstrated – zero marks awarded

'N' Warning letter sent

Student informed and recorded

Additional comments:

STEP 2 – Decision

New date to complete substitute task

New Due Date:

New date to complete/submit the same task

New Due Date:

Exempt from task

Student informed of decision

Recorded

Additional comments:

Signed: _____ (Student)

Signed: _____ (Head Teacher) Date:

STEP 3 – Right of Appeal to Deputy Principal

A student has the right to appeal the decision made in Step 1. The student must present in writing **explicit reasons/any new evidence** for appealing the Head Teacher decision and submit this written appeal to the **Deputy Principal** (within 48 hours of the Head Teacher decision).

Deputy Principal Decision

Appeal Supported

Appeal Not Supported

Additional comments/reasons:

Student informed

Head Teacher informed

Signed: _____ (Student)

Signed: _____ (Deputy Principal)

Date:

STEP 4 – Right of Appeal to Principal

A student has the right to appeal the decision made in Step 3. The student must present in writing **explicit reasons/any new evidence** for appealing the Deputy Principal decision and submit this written appeal to the **Principal** (within 48 hours of the DP decision).

Principal Decision

Appeal Supported

Appeal Not Supported

Additional comments/reasons:

Student informed

Head Teacher informed

Deputy Principal informed

Signed: _____ (Student)

Signed: _____ (Principal) Date: