

**Caroline Chisholm College – Glenmore Park**  
**Special Leave – Alternative Arrangements for Formal Assessment Tasks**

Step 1 – Student Details and Dates of Requested Special Leave							
<b>Student Name</b>					<b>Homeroom</b>		
					<b>Homeroom Teacher</b>		
Inclusive Leave Dates							
<b>FROM</b>	<i>Day</i>	<i>Month</i>	<i>Year</i>	<b>TO</b>	<i>Day</i>	<i>Month</i>	<i>Year</i>

Step 2 – Informing ALL Teachers		
<i>List ALL your SUBJECTS and TEACHERS. You must show this application to each teacher and have them sign opposite their name to inform them of your absence.</i>		
SUBJECT	TEACHER'S NAME	TEACHER'S SIGNATURE
Homeroom		

Step 3 – Impact on Formal Assessment Tasks		
<ul style="list-style-type: none"> <li>- List any subject where a Formal Assessment Task (or exam) is scheduled whilst absent on leave.</li> <li>- Check the Assessment Calendar and double-check with the relevant subject teacher(s).</li> <li>- Negotiate alternative arrangements with the relevant subject teacher(s) or KLA Leader(s) and have the new dates entered and initialled by your teacher(s) in the appropriate column below.</li> <li>- Failure to do so will result in a ZERO MARK being issued. If there are no Assessment Tasks (or exams) during your leave, simply write "NO TASKS" in the table below.</li> </ul>		
Subject	Assessment Task & Due Date	Alternative Arrangement <i>(Subject Teacher or KLA Leader to indicate and initial)</i>

**Return this form with a formal application for leave in writing to the College Office.**