



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 arrange for all notes, handouts and bookwork that will be missed to be completed upon return to school.
- Students are expected to complete all assignments, assessment tasks, tests or examinations prior to going on extended leave. Failure to do so will result in a zero mark.
- Students are expected to locate any notices, instructions or directions from their teachers during the absence.
- Students are expected to liaise with their teachers for advice on all work missed during the absence.

Both the parent/caregiver and student are required to sign below and return this Student Contract to Admin Coordinator. This should only be done once student has spoken to his subject teachers and they have signed below. The Admin Coordinator 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
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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

Curriculum Coordinator: Year Coordinator:

Completed form to be handed to Admin Coordinator prior to student going on extended leave.