



ST EDWARD'S
COLLEGE
WHERE YOUNG MEN ACHIEVE



13 Frederick St, East Gosford, NSW 2250

(02) 4321 6400



info@stedwards.nsw.edu.au

www.stedwards.nsw.edu.au

Student Contract for Extended Leave

Student Name: _____ Year: _____ Homeroom: _____

Date of exemption from _____ to _____ Total number of days: _____

Reason for leave: _____

Will you be travelling overseas? Yes / No

(If yes, we will grant access to CANVAS and the College Portal for you to complete any learning that you may be required to do whilst way)

To explain any extended leave taken during the school year, a note must accompany this document. Alternatively, an email can be sent directly to the College (info@stedwards.nsw.edu.au)

Please be aware that students are expected to liaise with their teachers for advice on any work missed during the absence

- This form must be completed and signed by all teachers and/or Leaders of Learning at least five school days prior to going on leave
- All information regarding the College's Assessment Policies can be found at: [Assessment Handbooks Years 7 to 12 - St Edward's College \(stedwards.nsw.edu.au\)](http://stedwards.nsw.edu.au).

Subject	Teacher	Is there any assessment due during this time? Y/N	STUDENT MUST SEE THE LEADER OF LEARNING IF THEY HAVE AN ASSESSMENT TASK DURING THIS TIME Action to be taken to ensure the assessment is completed:	Arrangements / Date the task will be rescheduled to



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Signed by Student & Parent/Caregiver:	Signed by Director of Curriculum:	Signed by Pastoral Leader:
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The completed form is to be handed to the Director of Administration & Human Resources prior to the student going on extended leave.