

STUDENT ABSENCE FORM

This form is for absences within one week

Student name: ID: Year **11 / 12** (circle)

Student Mobile: Date(s) of Absence: Week:

Parent/Guardian Signature:..... Date:.....

Wk 1	5 – 9 Feb	Wk 6	12 – 16 Mar	Wk 11	30 Apr – 4 May	Wk 16	4 – 8 Jun
Wk 2	12 – 16 Feb	Wk 7	19 – 23 Mar	Wk 12	7 – 11 May	Wk 17	11 – 15 Jun
Wk 3	19 – 23 Feb	Wk 8	26 – 30 Mar	Wk 13	14 – 18 May	Wk 18	18 – 22 Jun
Wk 4	26 Feb – 2 Mar	Wk 9	2 – 6 Apr	Wk 14	21 – 25 May	Wk 19	25 – 29 Jun
Wk 5	5 – 9 Mar	Wk 10	9 – 13 Apr	Wk 15	28 May – 1 Jun	Wk 20	2 – 6 Jul

Period of absence: All day / partial day (circle)

(Please indicate time away on the timetable below using the abbreviated key explanation.)

Medical Certificate attached: Yes / No (circle)

More than three days absence requires a medical certificate.

Please complete form and email to canberrac.absences@ed.act.edu.au or return form directly to the Front Office, Canberra College. Completed form is required on return to College.

An **'Extended Leave' form** (available in Student Services) is required for leave periods of more than five days.

Mon	Tues	Wed	Thur	Fri
45-9:45 1	8:45-9:45 6	8:45-9:45 2	8:45-9:45 7	8:45-9:20 PL/Committees 9:20 - 10:00 3
9:45 - 10:45 3	9:45-10:45 4	9:45-10:45 6	9:45-10:45 5	10:00 - 10:45 1
Recess		Recess		RECESS
11:05 – 12:05 2	11:05 - 12:05 4	11:05 - 12:05 6	11:05 - 12:05 5	11:05 - 12:05 1
12:05-12:45 7	12:05 - 1:05 7	12:05 - 1:05 3	12:05 - 1:05 4	12:05 - 1:05 2
12:45 - 1:15 iGroup	Lunch			
1:50 - 2:35 5	1:50 - 2:50 7	1:50 - 2:50 3	1:50 - 3:45 R Units/ Tutorials	1:50 - 2:30 2
2:35 - 3:15 4	2:50 - 3:45 5	2:50 - 3:45 1		2:30-3:10 6

Key for Explanation of Absence

L Approved Leave

B Bereavement

S Sickness/Medical

C Religious/Cultural

X Other, please explain

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