NBSC MANLY CAMPUS

Student / Teacher Subject Information Form for Extended Leave Application

To be completed and uploaded with the online application for extended leave.

Student name:	**Year group:**
Start of leave date:	**Return to school date:**

This form must be taken by the student to teachers of all their subjects to be completed and then signed by the Deputy Principal.
Then it must be uploaded by the parent / carer, with the online APPLICATION FOR EXTENDED LEAVE form.

The information provided below will be used by the Principal when considering approval.
Applications must be submitted no later than 2 weeks prior to the start date of leave.

Students in Years 10, 11 and 12 will not be granted approved leave if they are missing a common task unless there are extenuating circumstances (e.g. elite sport, school representation or significant incident). If this is the case,students must also complete an Illness and Misadventure form for each common task with this application.

SUBJECT	WORK/COMMON TASKS THAT WILL BE MISSED	ARRANGEMENTS MADE TO MEET COURSE OUTCOMES	TEACHER SIGN OFF

Signature	**Date**
Student:	
Parent/ Carer:	
Deputy Principal:	