



# HOME BUSH BOYS HIGH SCHOOL

## ILLNESS/MISADVENTURE APPEAL

This form is to be completed by the student who is unable to attend an assessment task

The completed form must be submitted to the Head Teacher immediately on your return to school after the due date of the assessment. If the Head Teacher is absent, this form must be submitted to the Deputy Principal.

Name: ..... Year: .....

Subject / Course: .....

Assessment Title: .....

Assessment Task No: ..... Weighting: ..... Assessment Date Due: .....

Head Teacher: ..... Teacher: .....

Date Appeal Submitted: .....

Tick Option:

- Task missed  Task attempted / completed

Seeking special consideration because of:

- Illness  Misadventure

Details of Appeal:

.....  
.....

Attach all necessary medical and other certificates and refer to the HBHS Assessment Policy

Student Signature: ..... Date: .....

Parent's Signature: ..... Date: .....

### OFFICE USE ONLY

Date Appeal submitted: .....

- Approved  Declined

Outcome of Appeal: .....

Head Teacher Signature: ..... Deputy Principal Signature: .....

- Head Teacher receives Illness / Misadventure Appeal on student's return to school
- Head Teacher discusses with Deputy Principal and a determination is made
- Head Teacher to sign off on Illness / Misadventure Appeal and given to Deputy Principal to sign
- School Administration Officer to enter details on SENTRAL and generate outcome letter for parent(s)
- Deputy Principal to sign outcome letter and then to be mailed to parent(s) by School Administration Officer
- A copy of outcome letter along with Illness / Misadventure Appeal to be placed on the student's file