

NARRABUNDAH COLLEGE ABSENCE FORM

Student name ID..... Year 11 /12(circle)

Student Mobile:

Date(s) of Absence: Week.....

Period of absence: **All day / partial day**

(please select one: if partial sign / initial the lessons missed on the timetable below)

LESSON	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 10:00	5 9:00 - 9:55	6	7	1	4
10:00 - 11:00	2 9:55 - 10:50	4	1	5	3
11:00 - 11:15	RECESS 10:50-11:10	RECESS	RECESS	RECESS	RECESS 11:00-11:20
11:15 - 12:15	7 11:10 -12:05 N 12:05 - 12:30	5	3	6	1 11:20 - 12:15
12:15 - 1:15	3 12:30 - 1:25	7	2	2	6 12:20-1:15
1:15 - 2:00	LUNCH 1:25 - 2:10	LUNCH	LUNCH	LUNCH	LUNCH
2:00 - 3:00	1 2:10 - 3:05	2	4	8	5
3:00 - 4:00	4 3:05 - 4:00	3	6	8	7

Explanation of Absence

Signature
Parent / Guardian

Date

*An explanation of the absence(s) needs to be written in the space above and hand signed by a parent/ guardian. If assessment has been missed, this note **must** be attached to appropriate documentation eg a medical certificate or letter from a health professional. An email or phone call on the day of missed assessment is also appreciated.*

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