



Permission for Class Absence Form

To be completed by the student.

Students must request permission if they are to miss a class for any reason other than illness. Requests must be made via this form **no less than 2 days before** the class. This particularly applies to volunteer work/fundraising activities in the school. It does not apply to College excursions/camps. **Teachers have the right of refusal** if a student is behind in their studies and/or is in danger of failing and should note this clearly for the VCE Coordinator's attention.

Student's Name:		Date of Absence:	/	/
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Reason for absence:

Classes Affected

Subject:	
Teacher's Signature:	
Catch-up Work:	

Subject:	
Teacher's Signature:	
Catch-up Work:	

Subject:	
Teacher's Signature:	
Catch-up Work:	

Signed by VCE Coordinator:		/	/
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THE VCE COORDINATOR WILL RETAIN THE ORIGINAL FORM. THE STUDENT MUST RETAIN A COPY OF THIS FORM FOR THEIR REFERENCE.