# ADVANCE NOTICE OF STUDENT ABSENCE

**STUDENT DETAILS** *(Please use one form for up to 4 children)*

To be completed by student’s parents

<table>
<thead>
<tr>
<th>Given name(s)</th>
<th>Family name</th>
<th>Class</th>
<th>Date of birth</th>
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Address

__________________________  __________

Postcode

Notified Absence (from)  (to)  (inclusive)

Number of school days*

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* If any of the above exceeds 5 school days parents/carers are required to provide additional documentation/information, eg letter of motivation, detail of travel or flight tickets.

Reason for notification  (Please tick: ✅)

- Medical/paramedical appointment
- Travel in Australia and overseas
- Serious illness of an immediate family member
- Attendance at funeral
- Participation in special events not related to school
- Misadventure for unforeseen event

Please provide more detail about the reason for the notification:

__________________________  __________

Parent/Carer               Date

Absence recorded as notified

[Principal’s signature]  __________