



ADVANCE NOTICE OF ABSENCE

For absences of 3 days or more

A SIGNED LETTER* FROM A PARENT, GUARDIAN or SPORTING ORGANISATION MUST BE ATTACHED

An email can be sent to erindalecollege.absences@ed.act.edu.au and must be received prior to the form being lodged by the student at student services

Student Full Name

Reason for absence

Sporting Commitment Elite Performance Family Holiday
 Other

Are you an ESA student?

YES NO

Write your squad here

If you have a letter from the sporting organisation please attach to this form

Are you an ASbA student?

YES NO

VET/ASbA Coordinator signature

You **MUST** inform your employer (if missing ASBA Days)

Date of Absence From

DD MM 20 YY

To

DD MM 20 YY

Term please tick ✓

<input type="checkbox"/>	1	<input type="checkbox"/>	3
<input type="checkbox"/>	2	<input type="checkbox"/>	4

Week(s) please X all weeks you will be absent

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

Semester

Please tick ✓

1 2

It is the *student's responsibility* to arrange work requirements with their class room teacher

Line	Class	Work to be completed <i>(to be completed by teacher)</i>	Teachers Name
1			
2			
3			
4			
5			
6			
7			
8			

Student Signature

Date

DD MM 20 YY

Leave must be Approved by Year Co-ordinator or SLC

Year Co/SLC Signature

Date

DD MM 20 YY

Submit completed form to Student Services prior to absence

LEAVE WILL NOT BE PROCESSED UNTIL THIS FORM IS COMPLETED AND RETURNED TO STUDENT SERVICES WITH A LETTER ATTACHED/EMAIL SENT

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