

# PENDING OF SUBJECT APPLICATION FORM

## SENIOR YEARS

**STUDENT NAME:** \_\_\_\_\_ **HOMEFORM:** \_\_\_\_\_

**SACE REGISTRATION No.:** \_\_\_\_\_ **MAZE ID:** \_\_\_\_\_

**Subject to be pending:** \_\_\_\_\_ **SACE CODE:** \_\_\_\_\_

Reason for pending: (please highlight the correct circumstance and evidence)

Circumstance	Documentation Required
a. Student illness, injury or medical condition of such significance that completion of the assessment task by the original date/time or due date/time is not possible	A medical certificate or signed statement from a medical practitioner.
b. Family issues (for example family injury, illness or bereavement etc) of such significance that completion of the assessment task by the original date/time or due date/time is not possible	AND / OR An email from a parent or guardian detailing the illness or family issue.
c. Commitments to participate in sport or other activities that warrant consideration	Documentation to support the student's claim including dates and times of the absence (ie: parent email, letter of acceptance into the activity or sport etc).
d. Unavoidable and unexpected work / family commitments (for example relocation, family concerns, work requirements for parents or students etc)	An email from the parent or employer clearly supporting the student's claim.
e. Academic difficulty, distraction in class, pastoral concerns.	An email from the parent and student clearly supporting the claim.

**Evidence must be attached to this form.**

Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appointment day and time with Mrs Pauline Watson \_\_\_\_\_

Comments from Mrs Watson regarding effects change will make to Student Pathway: \_\_\_\_\_

Head of Senior Year's signature: \_\_\_\_\_

Subject Co-ordinator's signature: \_\_\_\_\_

### **OFFICE USE ONLY**

**Pending Approved:** Yes  No

**Deputy Principal – Academic Studies signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Pending** of student subject made in Schools Online by: \_\_\_\_\_ **Date:** \_\_\_\_\_

Staff informed that **resulting** will take place on \_\_\_\_\_ (date).