



## Absenteeism Form

*To be completed by the class teacher.*

Date of notice:	/ /
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Student's Name:	
Unit of Study:	
Teacher:	

Dear \_\_\_\_\_,

College policy states that Year 11 & 12 students must attend for at least 90% of classes to satisfactorily pass their courses.

This term your son/daughter has been absent from this subject for a number of lessons, equating to an absence of \_\_\_\_\_ days.

As a result, your son/daughter is in danger of failing this subject due to this poor attendance record.

Please ensure your son/daughter is present at all classes and that a medical certificate is supplied for any absences.

Please sign and return this form to the subject teacher to acknowledge receipt. Feel free to contact the teacher or coordinator to discuss further.

Yours sincerely,

Teacher's Name:	
Unit of Study:	

Signed by Teacher:	/ /
Signed by VCE Coordinator:	/ /

**THIS FORM WILL BE RETAINED BY THE THE VCE COORDINATOR**