



Non Submission of Coursework

To be completed by the class teacher.

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| Date of notification: | / / |
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| Student's Name: | |
| Unit of Study: | |
| Coursework: | |
| Teacher: | |

Dear _____,

Your child has not met the submission date for the course work noted above. As the work has not been submitted it cannot be assessed by the class teacher.

Currently this outcome is assessed as 'N' – Not Satisfactory, and as a result the whole unit of the study must be assessed as 'N' – Not Satisfactory.

Bayside Christian College endeavours to give each student every opportunity to succeed. Depending on the circumstances which have led to the non-submission of work, there may be ways of reviewing the current assessment. Please contact the College to discuss the reasons for this situation.

Yours sincerely,

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| Signed by Teacher: | | / / |
| Signed by Student: | | / / |

THIS FORM WILL BE RETAINED BY THE TEACHER AND A COPY GIVEN TO THE VCE COORDINATOR