

# EPPING BOYS HIGH SCHOOL

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Principal: Jessica Schadel



## Years 7 and 8

### Collection of school work and assessment tasks when applying for Extended Leave from school

The student is to contact all his teachers **prior** to leave being approved to:

1. **Collect** any school work which is to be completed whilst on leave;
2. **Collect** assessment task advice for any tasks which may be missed or run within two weeks of returning to school; and
3. **Notify** the Sports Coordinator and/or co-curricular coordinators of intended leave.

The leave will not be approved until this form is completed. This will be scanned and attached to the student's SENTRAL record. A hard copy will be placed in the student's enrolment file.

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_ Roll Class: \_\_\_\_\_

First day of leave: \_\_\_\_\_ Last day of leave: \_\_\_\_\_

Total number of school days on leave: \_\_\_\_\_

Nature of leave: \_\_\_\_\_

Copy of request of leave attached.

Subject	Assessment Task or School Work	Due Date	Teacher Name	Teacher Signature
Art				
Drama				
English				
Geography / History				
Languages				
Mathematics				
Music				
PDHPE				
Science				
Technology				
Sport:				
Co-curricula:				
OFFICE: <input type="checkbox"/> Copy to Admin/Student File <input type="checkbox"/> Copy on SENTRAL				

\_\_\_\_\_  
Year Adviser

\_\_\_\_\_  
Deputy Principal

**Upon completion, this form MUST be returned to the Administration Office for processing.**