

# EPPING BOYS HIGH SCHOOL

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Principal: Jessica Schadel



## Years 11 and 12

### 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. Illness / Misadventure forms must still be submitted; 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 students SENTRAL record.

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

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

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

Subject	Assessment Task or School Work	Due Date	Teacher Name	Teacher Signature
English				
Line 2				
Line 3				
Line 4				
Line 5				
Line 6				
Offline				
Sport:				
Co-curricula:				

OFFICE:  Copy on SENTRAL  Copy on SchoolBytes

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

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

**RETURN THIS FORM TO THE ADMINISTRATION OFFICE TWO WEEKS BEFORE LEAVE BEGINS**