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Formal Assessment: Absence–Illness–Misadventure (AIM) Form

This form is to be used when a student is absent for a formal assessment task or unable to submit a task by its due date or time due to illness, misadventure, approved Principal leave or approved involvement in a College event. Where absences are foreseen, the form must be submitted prior to the due date of the task. For unforeseen absences it is to be submitted within two days of the student returning to the College, accompanied by supporting documentation (where applicable). **When the AIM form is submitted it will be entered into Compass and the outcome will be communicated in the student’s Compass profile.**

Student Name:			
Year Group:			
Subject:			
Teacher:			
Task Requiring Consideration:	Task number: Task description:		
Date task is / was due:		Date task was issued:	
Date(s) absent from school:			
Reason for this absence:	<input type="checkbox"/> Illness <input type="checkbox"/> Principal Leave <input type="checkbox"/> College Event <input type="checkbox"/> Other		
Specific Details/ evidence for this a			
Specific details / evidence for this absence: (attach any supporting documents to this form, e.g. medical certificate)			
Has the task been completed / submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

.....
Student signature
.....
Parent / Caregiver signature

Please return this form to staff at Reception and ensure all sections above have been completed before submitting.

College use only

College decision
 The student’s reason for being absent from sitting / submitting this assessment task has been deemed: **Justified** **Unjustified**

As a result, the action to be taken is as follows:

.....
Director of Teaching and Learning
..... / /
signature Date

- Scan of completed form emailed via Compass to: Parent and student Leader of Learning Subject teacher Director of Teaching & Learning
- For AIM forms involving HSC courses: Scanned electronic copy saved in student archives folder
- All AIM forms: AIMS database updated