MISADVENTURE FORM
(10-12)

Confidential

Students are responsible for the completion of Page One of the Misadventure Form and to ensure that it is handed to the Faculty Head Teacher. It is the student's responsibility to follow upon the outcome of this application.

- If applying for misadventure due to illness or misadventure on the day of an in-class task, this form must be completed and returned to the Faculty Head Teacher within 2 school days of returning to school.
- If applying for misadventure for ongoing reasons which have affected your performance on an assessment task, this form should be submitted to your teacher 5 school days BEFORE the due date.

STEP ONE – *student to complete*

Name:	**Year:**
Course:	**Teacher:**
Task:	**Date Due:**

Reason for this application: *(Tick appropriate)*

☐ Seeking extension   ☐ Absence due to…   ☐ Non-completion   ☐ Under-achievement

☐ Illness   ☐ Accident/Misadventure   ☐ Procedure   ☐ Special circumstances

Details:

Attach supporting documents such as medical certificates. The signature and endorsement of the Principal, DP or counsellor may be substituted for details in this part.

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Medical Certificate from _____ *(doctor)*   **Attach a copy.**

_____   _____   _____   _____

Signature of student   Date   Signature of Parent/Guardian   Date

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STEP TWO – *Faculty to complete*

1. **Class Teacher's comment:**

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2. **Head Teacher's Decision:**

☐ **Supported**		☐ **Not Supported**
Resolution Agreement: *(Tick outcome)* ☐ Extension of time without penalty, OR ☐ Set a substitute task, OR ☐ Give an estimate based on the evidence, OR ☐ Modify requirements of current task ☐ Other: _____ **New Completion Date:** _____ *(if applicable)*	**OR**	☐ Issue N-warning letter (task not submitted), OR ☐ Send zero-mark letter (task submitted late), OR ☐ Original due date remains (extensions not supported), OR ☐ Original mark remains (under-achievement not supported) ☐ Other: _____

Head Teacher Comments:

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Signed: _____   _____   _____
                    (Student)   *(Head Teacher)*   *(Principal)*

Note: This misadventure form is to be filed in the relevant Monitoring Folder and a copy placed in the students file.

STEP THREE – **APPEAL TO PRINCIPAL –** *Student to complete*

A student may appeal the decision in Step 2.   Outline reasons for appeal below:

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Principal's Decision	☐ Supported	☐ Not Supported

Principal Signature: _____   **Date:** _____