

NOTIFICATION OF ABSENCE

Please complete this form on the first day you return to school after you have been absent and give in at reception.

Date		ID Number	
Given Name		Family Name	
English Name		Course	<input type="checkbox"/> English <input type="checkbox"/> Business/Management <input type="checkbox"/> Other _____ Level/Class: _____
Email		Mobile Number	
Period of Absence	From	to	Visa Status
Reason	Please note: Attendance policy will be followed		
	If reason for absence is sickness/accident: (i) Attach medical; (ii) Attach ACC form if you have had an accident.		
Signature			

For Office Use Only

Student Support Officer Sign/Name	
Enrolpro	<ul style="list-style-type: none"> ▪ Date Entered: ▪ Name:
YES/NO	<input type="checkbox"/> Insurance claim completed