

# SMMC Application for Special Provision



Please complete the form below and submit it to Student Support Services at least 3 days prior to the due date.

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Yr Level & Subject: \_\_\_\_\_

Teacher: \_\_\_\_\_

Topic / Title of Assessment: \_\_\_\_\_

Date set: \_\_\_\_\_ Date due: \_\_\_\_\_

## Reasons for seeking special provision

*Note: Planned absences result in assignments being handed in on or before the due date. Any exams should be rescheduled for after the original date as deemed necessary by the CML/Deputy Principal.*

- Medical Grounds (attach a Medical certificate for Year 11 & 12)
- Bereavement
- Family Wedding (attach invitation)
- Representative Sport (attach documentation)
- Other: Please provide details and documentation

Student Signature: \_\_\_\_\_

Parent / Guardian confirmation of above details: \_\_\_\_\_  
(Signature)

## Consultation with classroom teacher:

(Teacher to comment on student's progress, and opportunities for completing relevant work etc)

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Outcome:

- Insufficient grounds for Special Provision
- Extension granted to \_\_\_\_\_
- Other \_\_\_\_\_

Signed Deputy Principal (Yr 11 & 12) or Curriculum Leader (Yr 7-10): \_\_\_\_\_

*Teacher is to attach this form to the student's work upon submission*

## CONFIRMATION OF SPECIAL PROVISION (This slip is given to the student by the teacher)

Student: \_\_\_\_\_ Yr Level & Subject: \_\_\_\_\_

Assignment Topic: \_\_\_\_\_

## Outcome:

- Insufficient grounds for Special Provision
- Extension granted to \_\_\_\_\_
- Other \_\_\_\_\_

Signed Deputy Principal (Yr 11 & 12) or Curriculum Leader (Yr 7-10): \_\_\_\_\_