



Application to Reschedule a SAC/SAT

This form must be completed prior to the original task date or within three school days following your return to school.

This application must be approved BEFORE the task can be completed at the proposed new time.
An email will be sent to the student, class teacher and HoH to advise the outcome of this application.

Student's name:	Year level:	PG:
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Details of the task/s:

Class Code i.e. 12ENG1d	Teacher	Original date	<i>To be discussed with your teacher</i>			Teacher's signature to acknowledge change
			New date	3.30pm CR10 (tick)	<i>or</i> Alternate catch up location & time (provide details)	

Reason for rescheduling (please tick)

Unwell at time of task - **Attach the Medical Certificate/Statutory Declaration**

 Attending a school based activity (provide details below)

 Other - provide details below & **attach documentation***

 I have an approved Special Provision

Details:

***Suitable documentation:**

- For illness related absences – Original medical certificate *or* Doctor's report *or* Statutory Declaration.
- For non-illness related absences - Official documentation *or* Statutory Declaration *or* supporting evidence i.e. a signed letter from Head of House explaining the absence

Student Signature: _____

Date: _____

Submit the COMPLETED form and supporting evidence (if required) to the Learning and Teaching Leader (VCE) for approval.

Do not undertake the task until you receive an email stating this application has been approved. (See reverse for full procedure)

Office use only		
Approved by Learning and Teaching Leader (VCE): _____		Date: ____ / ____ / 20____
Synergetic User Form/Doc ID No. _____	Student added to class: _____	Updated: 2/12/2016

Procedure for students applying to reschedule a SAC/SAT

The following procedure must be completed by the student prior to the original date or within three school days following their return to school.

Failure to do this may result in the student receiving an N (Not Satisfactory) for the Unit*.

1. The student must complete the *Application to Reschedule an SAC/SAT* form and attach supporting documentation**.
2. The student takes the form to their class teacher to arrange an alternate date for the task to be completed. In most cases this will be during OAT/SAC catch-up (OSCU) which runs on day 2 and day 9 at 3.30pm in CR10. The teacher will sign the form to acknowledge the change.
3. The student submits the completed form, with suitable documentation attached, to the Learning and Teaching Leader (VCE) for review.
4. The student, Head of House, PGL and class teacher will receive an email to notify them of the decision – *Approved* or *NOT Approved*.
5. The student is not permitted to undertake the task at the proposed new time unless the application is approved and the student has received the *Approved* email.
6. Where a student fails to attend the rescheduled session a class absence will be recorded and an email sent to the student, PGL, Head of House and class teacher. The student would be expected to attend the next OSCU session unless the class teacher makes arrangements for the student to complete the task sooner.

** The following supporting documentation is required if:

(a) **Student is unwell at the time of an assessment:**

- An original medical certificate or Doctor's report or Statutory Declaration.

(b) **Other**

- Official documentation or Statutory Declaration or a signed letter from Head of House explaining the absence.

* **IMPORTANT NOTE:** Where a student fails to follow this procedure, the student will receive an N - Not Satisfactory **for the unit** (refer to section 1.6 of the VCE/VCAL Student Information Handbook). The student then needs to Appeal via contact with the Learning and Teaching Leader (VCE) within 7 days.