



Absence Learning Form-Work Placement

Dear Subject Teachers,

_____ will be participating in work placement from _____

to _____

Please fill out the information below and sign. If **not up-to-date** please explain the reason.

Subjects missed	Up-to-date (Y/N)	Work set during approved absence	Teacher signature

Learning Leader signature _____

Procedure:

1. Student to get an Absence Learning Form-work placement from the Ballarat High School Student hub - VCAL Links
2. Student to see all teachers of classes that will be missed to input learning requirements
3. Learning Leader must sign before the work placement
4. At the end of the placement the employer fills out the below information
5. Give to your Learning Leader first day back at school and absences will be approved

_____ worked at _____ on the following dates:

Employer Signature _____ Contact number _____