

SAC REDEMPTION PROCESS



STUDENT IS ABSENT FROM A SAC

STEP 1 - Teacher informs parent/carer and student by using template on Compass

STEP 2 - Absence approved
Medical certificate provided or school approved absence provided & recorded on Compass

STEP 2 - Absence not approved
No medical certificate provided or school approved absence provided & recorded on Compass

STEP 3 - Student completes SAC within two week period

STEP 3 - Student completes SAC for a satisfactory and receives 0 for the task

If a student receives below 50% refer to Student Fails a SAC process