

Absence Learning Form -Yr 10 Work Experience



Dear Subject Teachers,

_____ will be participating in work experience 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

Team Leader Signature _____

Procedure:

1. Follow all normal procedures with MIPs
2. Student to get an Absence Learning Form-Work Experience from the Student Hub
3. Student to see all teachers of classes that will be missed to record the work they will miss
4. Team Leader must sign the week before work experience commences
5. Student ensures they complete all tasks on the form before they return