

Moss Vale High School

Work Contract

(for students applying for Extended Leave)

While students may be given permission for extended leave, they have a responsibility to complete work presented in missed lessons, including any assessment tasks.

Step 1 of this contract must be completed and returned to the Front Office prior to the start date of leave.

Student Name		Scholastic Year	
Start of leave date		Number of school days	

Step 1

- Fill in the subject section.
- Collect the work you will be missing from your teacher.
- Teachers sign that you have collected work.
- **Return this form to the Front Office.**

Office use only	Form copied for Year Adviser		Leave Certificate & Work Contract returned to student	
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Step 2

- Complete the work you have missed within **one week** of returning to school.
- Teachers sign to indicate that you have completed the work.

Step 1				Step 2	
Subject	Teacher Notification Signature	Date Work Collected	Teacher Signature	Date Work Completed	Teacher Signature

Step 3

- Return the completed contract to your **Year Adviser/Year Group Head Teacher**.

**It is your responsibility to meet
these requirements and deadlines.**