



## Application for Special Provisions – Assessment

### How to use this form:

<p><b>Step 1</b> Save this file to your computer and open using Adobe Acrobat. *Note: Do not fill in the form using your browser. It must be filled in using Adobe Acrobat.</p>	<p><b>Step 2</b> Fill in the form and attach it along with a medical certificate (for senior students absent due to illness) or other documentation and send an email to: <a href="mailto:provisions@mtgravattshs.eq.edu.au">provisions@mtgravattshs.eq.edu.au</a></p>	<p><b>Step 3</b> Alternatively, you can submit your application in person by printing your completed form and deliver it along with any supporting documentation to student services at Mount Gravatt High School</p>
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### Student Details

Surname:

First Name:

Year:

Subject:

Teacher:

Assessment Item:

Due Date:

Reason:      Emergent                      Sick                      Other: please provide details

Details:

Medical Certificate:      Yes      No      Please attach a copy of the medical certificate to your email

Parent Name:

Parent Email:

### Note

- Please refer to Mount Gravatt High School’s Assessment Policy
- Granting of special provisions is at the discretion of the Principal, Principal’s delegate and approved only:
  - Where through circumstances the student is/was unable to submit/participate in the item of assessment;

**AND**

  - In the absence of sufficient evidence for student work to be awarded credit due to emergent circumstances or illness of the student.

### Office Use Only

Approved

Not Approved

Details:

