



## Access Arrangements and Reasonable Adjustment (AARA)

### 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:AARAYr11-12@mtgravattshs.eq.edu.au">AARAYr11-12@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: \_\_\_\_\_ Teacher/s: \_\_\_\_\_

Due Date: \_\_\_\_\_ Subject/s: \_\_\_\_\_

Assessment: \_\_\_\_\_ Request: \_\_\_\_\_

Reason: Illness Or Misadventure      Other: e.g. Mental Health Plan - See Guidance Officer.

Year 11 :      Unit 1      Unit 2      Year 12: See Guidance Officer : Unit 3& Unit 4      SIA      SEA      SEE

Details: This can include, but is not limited to school absences, difficulty with focusing, increased anxiety levels, difficulty with recalling information, performance anxiety, need to sit in a certain area of the classroom, increased distractibility, need for breaks and fatigue.

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 AARA 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;
  - 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      Completed by: \_\_\_\_\_

Details: \_\_\_\_\_

Emailed: Parent/Student

Emailed: HOD/Teacher

Oneschool Contact/Support Provision



Queensland Government