

CERTIFICATE OF STUDENT ABSENCE

FROM CLASSES FOR MEDICAL REASONS FOR UP TO SEVEN DAYS

This certificate is for use by students at INTO to self-certify absence from classes on medical grounds for up to 7 consecutive days. This certificate will not permit absence from a course test, assessed practical or seminar at which a student was scheduled to give a presentation, or submission of an item of assessed work. You do not need to see a Doctor before completing this certificate you can complete it yourself.

For further clarification students should consult their Academic Advisors on what constitutes "authorised absence" from class. This certificate may not permit you to be marked as excused from classes. **Please note that absence from examinations on medical grounds must be covered by a medical certificate/note from a doctor or suitably recognised health professional.**

Name of Student: _____

Course: _____

Student Number: _____

Please give details of the classes you will be absent from, so that all teachers can be informed:

	Date / Time	Class	Teacher
1.			
2.			
3.			
4.			
5.			

Please give brief reason for your absence:

Date of absence/s (these may include days when do not normally have classes to attend):

From:	---/---/---- (day/month/year)
To:	---/---/---- (day/month/year)

Signature of student: _____

Date: _____

This form must be handed to the Academic Support Department