



MUIRFIELD HIGH SCHOOL

Barclay Road, North Rocks, New South Wales, 2151 Ph. 9872 2244

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Principal: Ms Jennifer Reeves – BA DipEd GradDip(Information Management)

EXCEPTIONAL CIRCUMSTANCES FORM

Used to request special consideration for an assessment task that clashes with a school approved activity or genuine personal circumstance. Must be submitted at least one week prior to the task for work placement and two weeks for all other requests.

PART A (to be completed by the student)

Student Name: Year: Date of appeal:

Task No	Task Name & Type	Faculty/Course	Teacher	Date issued	Date due	Weighting

PART B (to be completed by the student)

Reason for this application. *Details of the activity, eg location, date, organising teacher or details of personal reason. Attach all supporting documentation.*

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I have attached all relevant supporting documentation, including evidence of school approved activity, or evidence to support a personal exception circumstance.

Student signature: Parent/caregiver signature:

Part C (OFFICIAL USE ONLY: to be completed by the Head Teacher Senior Studies)

Application decision: Accepted / Declined

Task rescheduled: Yes No

Details regarding rescheduled date or alternate task:

Comments:
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Student notified on (date):

- Original for student file
- Faculty Head Teacher copy
- Classroom teacher copy