**STUDENT REQUEST FOR**

**ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS**

**(SECTION A – TO BE COMPLETED BY STUDENT & PARENT)**

Student’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LUI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Unit: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Class Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Assignment issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Assignment due/Exam date: \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date Application is made: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Request:

|  |  |
| --- | --- |
| * Ongoing medical conditions | * Illness and/or Misadventure |

Please note the following are not approved reasons for reasonable adjustment to assessment.

* Matters of family’s own choosing (e.g. Family holiday)
* Representative sport
* Absence from class (unless medical)

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**Parent/Guardian Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(SECTION B – TO BE COMPLETED BY CLASS TEACHER & H.O.D.)**

**CLASS TEACHER APPROVAL**

Request supported: YES / NO

Negotiated Adjustments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Head of Department Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**HEAD OF SENIOR SCHOOL / DEPUTY PRINICPAL APPROVAL**

Request supported: YES / NO Negotiated Adjustments supported: YES / NO

|  |  |
| --- | --- |
| * Permanent * Temporary * Intermittent | * Cognitive * Physical * Sensory * Social/Emotional |

Documentation attached:

* School statement
* Student statement (optional)
* Medical report
* Evidence of Verified Disability
* Other Evidence
* Police report
* Official notices

Reason/Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Submitted to QCAA:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_