



## **GRADUATE DIPLOMA in TEACHING (SECONDARY) LEAVE FORM**

**(Once completed, please return this form to Chris Tennet, Teacher Education Office Administrator, in H201A. You will be notified by email to confirm whether or not your request for leave has been approved).**

Please note that full attendance is expected in all on-campus courses/classes and during Practicum placements or other field-work. Non-attendance will put at risk students' ability to meet learning outcomes. All absences should be discussed with lecturer/s or associate teacher/s as a matter of professionalism and courtesy. Please see the Director Secondary Teacher Education or a counsellor if you feel this is more appropriate.

**Student's Name:** \_\_\_\_\_ **ID No.:** \_\_\_\_\_

**Student's Email:** \_\_\_\_\_ **Student's Mobile:** \_\_\_\_\_

**First date of absence:** \_\_\_\_\_ **Last date of absence:** \_\_\_\_\_

**Curriculum Subjects:** \_\_\_\_\_

**Curriculum Lecturers:** \_\_\_\_\_

**Reason for absence:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please read and sign the following declaration:**

I am aware that absence from programme courses may jeopardise my studies. I have consulted with the lecturers in each of my current courses regarding the implications of this leave on my ability to meet learning outcomes.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

**Approved:**  Yes  No

\_\_\_\_\_  
**Director Secondary Teacher Education Signature**

\_\_\_\_\_  
**Date**

Copy to: Carol Jarrett, Associate Director Secondary Teacher Education  
Robyn Ingram – Practicum Placement Co-ordinator, Secondary Curriculum Lecturers