Absentee Form – Practical, Tutorial Classes and Tests

SEMESTER ……- Year …………………..

I.D. NO: ___________________________
SURNAME: ___________________ Other Names: __________________
STUDENT EMAIL ADDRESS: ____________________________

DATES COVERED BY MEDICAL CERTIFICATE:

From ___________________________ To ___________________________

Original medical certificate or certified copy to be attached. In exceptional circumstances a letter of explanation will be considered.

<table>
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<tr>
<th>Subject Code</th>
<th>Subject Name</th>
<th>Prac OR Tutorial</th>
<th>Date Missed Prac/Tutorial</th>
<th>Prac or Tutorial Number</th>
<th>Adjusted in Mess by: (official use only)</th>
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See over for conditions. [http://www.csse.monash.edu.au/subjects/missed_pracs.html]

Signature: ……………………………………………………………………………………………

DATE SUBMITTED: ____________________________________________________________

The information on this form is collected for the primary purpose of giving consideration to your practical/tutorial assessment. Other purposes of collection include attending to administrative matters and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for Monash University to allow consideration.. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation.

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Office Use only:
Received by: ___________________________ Date: ____________________