



Holy Spirit College – Years 11 & 12

Application Form for Access Arrangements and Reasonable Adjustments (AARA) and School-approved Absence

Student's Information	
Student Name	Contact Group
Student Signature	Date of Application
Parent/Guardian Name	Parent/Guardian Signature

Type of Application
Application for Access Arrangement and Reasonable Adjustments (AARA) Misadventure – unexpected event, not your choice and an adverse effect; or Illness ; or Disability creating barrier to assessment performance
School-approved Absence eg Representative sport or cultural event
Other

Assessments affected	Arrangements or Adjustments that you are requesting

Any other information that would assist the College to consider your application

Documents to be attached that are required to support this Application	
AARA - Illness	Print and take the QCAA Confidential Medical Form to the Doctor with you (see Parent Lounge/Student Café/College website). The Doctor may: complete all the details on this form or provide a medical certificate which includes the details requested on the QCAA Confidential Medical Form.
AARA - Misadventure	Police reports, funeral notices and any other documentary evidence
AARA – Disability	Temporary and Short Term - QCAA Confidential Medical Form Ongoing - EAP Verification documents from College ICC, School Statement (provided by the College)
School-approved Absence/Other	Official documentation from external organisation stating involvement in event eg letter from sporting organisation Other documentation which verifies application

Submitting the Application	
Step 1	Contact the College Office to inform the College of your need to apply as soon as you become aware
Step 2	Obtain the documents required eg QCAA Medical Form completed by Doctor (as listed above), letter from sporting organisation
Step 3	Complete the Application for AARA and School-approved Absence Form (available on Parent Lounge, Student Café and the College website) and submit to the Deputy Principal through the College Office

Office Use Only			
Approved Not Approved	Date Received	Date Finalised	Principal/Principal's Delegate - Signature
Outcome advised:	Curriculum Dean/s	Welfare Dean	Parents/Student
Comments:			