

Day 8

Be prepared

Day 8 Student Absence Form

Please use this form to demonstrate **acceptable evidence** provided by a parent/caregiver to support the Principal's decision to count an absent student as an **effective enrolment** in the school's Day 8 Staffing Enrolment Collection. For more information refer to the *Day 8 Guidelines for Counting Students* available from [Day 8 OnePortal](#).

School Name		Centre Code	
Student Details			
Student Name	Student ID	Class	
Record of Contact			
Parent/Caregiver			
Please complete this section to prove contact has occurred between the school and the parent/caregiver of the absent student.			
Parent/Caregiver Name	Contact Details		
Date School Notified	Notification Type	<input type="checkbox"/> Phone	<input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/> In Person
Other			
Please complete this section to record where contact has been made to assist in determining if the student should be counted.			
Name	Contact Details		
Day 8 Help Desk	<input type="checkbox"/> Yes <input type="checkbox"/> No	Regional HR Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment			
Student Enrolment and Absence Details			
An absent student may be deemed to be an effective enrolment provided the student is enrolled at the school and in routine attendance. For an absent student, routine attendance is determined by the student having approved absences and attending by *EED (effective enrolment cut-off date is COB Friday, 6 March 2020) . That is, all absent students being counted must return or commence school on the proceeding Monday, unless otherwise stated in the <i>Day 8 Guidelines for Counting Students</i> .			
<input type="checkbox"/> Active Enrolment			
Please complete this section for an absent student who is an active enrolment (current or continuing from previous year).			
Date Absent From	Date Absent To		
Date of Return	<i>*COB EED is the last day a student can be absent from school if being counted in the Day 8 collection.</i>		
Absence Reason	<input type="checkbox"/> Family Reasons <input type="checkbox"/> Holiday <input type="checkbox"/> Illness/Medical Appt <input type="checkbox"/> Exceptional Family Circumstances		
	<input type="checkbox"/> Sorry Business <input type="checkbox"/> Bereavement <input type="checkbox"/> Other:		
<input type="checkbox"/> Future Enrolment			
Please complete this section for an absent student who is a future enrolment (new enrolment or transferring into the school).			
Proposed Start Date	<i>*COB EED is the last day a student can be absent from school if being counted in the Day 8 collection.</i>		
Enrolment Search	Search has been conducted (<i>OneSchool navigation: Student > Enrol Student</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Transferring Student	Previous school notified of student's future enrolment and confirmed that student will be counted at the incoming school where commencing by *EED .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CERTIFICATION			
I confirm that the information relating to the student absence has been provided by the parent/caregiver. This form will be retained at the school to be presented as part of the acceptable evidence for the purpose of the Day 8 audit.			
Name and Position	Date		