

Name of student:

Name of course:

OFFICIAL WARNING – Non-completion of a Stage 5 (Years 9 – 10) Course

Dear

I am writing to advise you that your child is in danger of not meeting the requirements for satisfactory completion of the Stage 5 course shown above.

**Please cross out the type of course that does not apply:*

This course is mandatory for the award of the Record of School Achievement.

This course is a Stage 5 elective course that is credentialled on the Record of School Achievement.

Where the non-completion is in a mandatory course, the student will not be eligible for the award of the Record of School Achievement and may not be eligible to enter Preliminary (Year 11) courses. Any mandatory course not satisfactorily completed appears on the student's transcript of results as Not Completed. Any elective course not satisfactorily completed will not appear on the student's Record of School Achievement.

Criteria for satisfactory completion of a course

For a student to satisfactorily complete a course, the Board of Studies (Board) requires the principal to have sufficient evidence that the student has:

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- (a) followed the course developed or endorsed by the Board; and
- (b) applied himself/herself with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- (c) achieved some or all of the course outcomes.

Where students have not met one or more of these requirements by the end of the course, the Principal is required to inform the Board that the student has not satisfactorily completed the course.

Your child is not currently meeting one or more of these requirements. Details are shown below:

Official warning

The Board of Studies requires schools to issue students who are in danger of not meeting course requirements with official warnings in order to give them the opportunity to correct the problem.

This is official warning number

This warning is issued to notify you that your child is at risk of not completing the above course.

Complete the following only if this is **not the first warning, otherwise complete/cross out as appropriate.*

Other warnings were sent to you on the following dates:

Date of first warning:

Date of second warning:

Date of third warning:

Date of fourth warning:

Opportunity to correct the problem

The following tasks or requirements need to be completed by your child to correct the problem.

Task or course requirement	Date for completion	Date for completion

**If insufficient space, complete on a separate sheet.*

Action by parent/carer

To support your child in meeting the course requirements, we request that you discuss this matter with him/her, and encourage and support him/her to carry out the required actions. If you have any questions about this matter, please contact the staff member whose name and telephone number appears below.

Name of contact staff member:

Telephone number of contact staff member:

You may wish to use the Telephone Interpreter Service to contact the school. Just call 131 450, ask for an interpreter in your language and have the operator telephone the school. This service will be free of charge to you.

Please complete the acknowledgement form **in English** and return it to the school. Please feel free to add additional comments if you wish.

Yours sincerely

Principal  Course teacher

Name of Principal:

Name of course teacher:

Date:

Please return this acknowledgement to the school

Acknowledgement of Official Warning

Please insert name of student: _____

Please insert name of course: _____

Please insert date of warning letter: _____

I have received the letter advising me that my child is in danger of not meeting the course requirements for the course shown above.

I am aware that this is official warning number _____.

Please insert number 1, 2, 3 or 4 in the space above.

I am aware that this is a mandatory/elective course.

**Cross out the English word which does not apply.*

I am aware that any mandatory course not satisfactorily completed appears on the student's transcript of results as 'Not Completed', and that the student will not be eligible for the award of the Record of School Achievement.

I am also aware that the student may not be eligible to enter Preliminary (Year 11) courses.

Parent's name: _____

Parent/carer's signature: _____ Date: _____

Student's signature: _____ Date: _____