

WARNING LETTER – Non-completion of a Higher School Certificate Course

Dear _____
Name of parent/caregiver

Re: OFFICIAL WARNING - Non-completion of a Higher School Certificate Course

I am writing to advise that your son/daughter _____
student name
is in danger of not meeting the Course Completion Criteria for the Higher School Certificate in

course name.

The Board of Studies requires schools to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this letter as the _____ (eg 1st, 4th) **official warning** we have issued concerning _____.
course name

A minimum of two course-specific warnings must be issued prior to a final 'N' determination being made for a course.

Course Completion Criteria

In year 12, students must make a genuine attempt at assessment tasks that contribute in excess of 50% of available marks. Completion of tasks worth exactly 50% is not sufficient; tasks worth in excess of 50% must be completed.

To date, _____ has not satisfactorily met _____
student name indicate a), b) or c)
of the Course Completion Criteria*.

The following table lists those tasks, requirements or outcomes not yet completed or achieved, and/or for which a genuine attempt has not been made. In order for

_____ to satisfy Course Completion Criteria,
student name
the following tasks, requirements or outcomes need to be satisfactorily completed/achieved:

Task Name/Course Requirement/Course Outcome	Date Task Initially Due (if applicable)	Action required by student	Date to be completed (if applicable)

***Course completion criteria**

The satisfactory completion of a course requires principals to have sufficient evidence that the student has:

- a) **followed** the course developed or endorsed by the Board; and
- b) **applied** themselves 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 outcomes.

Please discuss this matter with _____ and contact
student name

the school if further information or clarification is needed. You may wish to use the Telephone Interpreter Service to contact the school. This service will be free of charge. The telephone number is **131 450**.

Yours sincerely

 Class Teacher/Head Teacher

 Principal

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 please detach this section, **complete in English** and return to the school

REQUIREMENTS FOR THE SATISFACTORY COMPLETION OF A HIGHER SCHOOL CERTIFICATE COURSE

- ❖ I have received the letter dated _____ indicating that _____
student name
 is in danger of not having satisfactorily completed _____.
course name
- ❖ I am aware that this course may not appear on his/her Higher School Certificate Record of Achievement.
- ❖ I am also aware that the 'N' determination may make him/her ineligible for the award of the Higher School Certificate.

Parent/Caregiver's signature: _____ Date: _____

Student's signature: _____ Date: _____