## WARNING LETTER - Non-completion of a Preliminary Course

глеаг
-------

Name of parent/caregiver

## Re: OFFICIAL WARNING - Non-completion of a Preliminary Course

I am writing to advise that your son/daughter

is in danger of not meeting the Course Completion Criteria for the Preliminary Course,

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 1<sup>st</sup>,

4<sup>th</sup>) official warning we have issued concerning \_\_\_\_\_

student 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**

Where it is determined that a student has not met the Course Completion Criteria, they place themselves at risk of receiving an 'N' (non-completion of course) determination. An 'N' determination will mean that the course will not be listed on the student's Record of Achievement. It may also mean that the student is unable to proceed to the HSC course as he/she has not satisfactorily completed the Preliminary Course.

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,

the following tasks, requirements or outcomes need to be satisfactorily completed:

Task Name/Course Requirement/Course Outcome	Date Task Initially Due (if applicable)	Action required by student	Date to be completed (if applicable)		
<ul> <li>*Course completion criteria</li> <li>The satisfactory completion of a course requires principals to have sufficient evidence that the student has: <ul> <li>a) followed the course developed or endorsed by the Board; and</li> <li>b) applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and</li> <li>c) achieved some or all of the outcomes.</li> </ul> </li> </ul>					
Please discuss this matter	with	to de sta serve	and contact		
Please discuss this matter with and contact student name					
Yours sincerely					
Class Teacher/Head Teacher Principal			31		
×	≫.	≫	»		
please detach this section, complete in English and return to the school					
REQUIREMENTS FOR THE SATISFACTORY COMPLETION OF A PRELIMINARY COURSE					
<ul> <li>I have received the letter</li> </ul>	er dated	indicating that			
is in danger of not havi	ng satisfactorily co	ompleted			
<ul> <li>I am aware that this course may not appear on his/her Record of Achievement.</li> </ul>					
<ul> <li>I am also aware that the 'N' determination may make him/her ineligible to proceed to the Higher School Certificate course.</li> </ul>					
<ul> <li>I am also aware that the 'N' determination may make him/her ineligible for the award of the Higher School Certificate.</li> </ul>					
Parent/Caregiver's signatur	e:	Da	ate:		
Student's signature:		D;	ate:		