



LA LINGUA  
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"Language for Real Life"  
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## Student Attendance Appeal Form

\* This form must be lodged within 20 days of the letter notifying you of the intention to report your unsatisfactory attendance to Department of Education via PRISMS.

### Your details

(You must provide at least your name and one means of contact before your appeal can be investigated.)

Name of Student: .....

Postal Address: .....

Phone Number: ..... Email: .....

### Type of appeal

Please ✓ in front of the main type of issue your appeal relates to:

- a. Unfair decision
- b. Incorrect attendance calculation
- c. Exemption due to compassionate or compelling circumstances

### Appeal

Providing as much detail as possible will assist us in investigating your appeal. If necessary, you may attach extra pages or material to this form. Please provide specific details of what your appeal is about.

Student signature:

Date:

We shall investigate this appeal within 10 working days of receipt. You may be represented by a nominee at any stage of the Appeal process and grievance process and this appeal process does not prevent you from exercising your rights to other legal remedies. We shall inform you of the outcome, in writing, within 14 working days.