



Year 11 and 12 Application for Access Arrangement or Reasonable Adjustment

Students and their carers must complete this form and submit it to the Secondary Guidance Officer with the relevant Medical Report or extenuating circumstances details. This form should be filled in at least 3 days prior to the due date of the assignment.

STEP 1 - Student and parent / carer to complete

Student name:		Date request submitted	
Barrier Category (select one)		Application (select relevant)	
Permanent		Cognitive	
Temporary		Physical	
Dates of impact:		Sensory	
Intermittent		Social / Emotional	
Subjects requiring adjustments:			
Medical Report / Record Extenuating Circumstances must be attached to this application.			
Student Signature:		Parent / Carer Signature:	



STEP 2 – HOD Comment

Subject:	
Type of assessment:	
Conditions:	
Due Date:	
Length extension request:	
Teacher comments:	
HOD Signature:	
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Subject:	
Type of assessment:	
Conditions:	
Due Date:	
Length extension request:	
Teacher comments:	
HOD Signature:	
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Conditions:	
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STEP 3 – Notification Process

Principal – reported AARA:	Submitted to Portal		
	Approved by Principal		
QCAA – approved AARA:	Submitted to Portal		
	QCAA Approval Received		
Communication of Decision:	Student and Carers		
	Staff		