



**2010 VETiS Program  
STUDENT ABSENCE NOTIFICATION  
Host School VETiS Co-ordinators**

Notification of Absences is to be completed and faxed to the SE LLEN office on **9793-3258** by close of business every **Thursday** and **Monday** that follows a VET class or emailed to [LCPadmin@sellen.org.au](mailto:LCPadmin@sellen.org.au)

In the case that there are no absent students from the class, please write '**ALL STUDENTS PRESENT**' on the fax and fax it through to SE LLEN.

SE LLEN LCP will email the Home School of the absent student/s via a Student Absence Report by close of business every **Wednesday** that follows a VET class.

**\*\*IMPORTANT - Please ONLY use the supplied form "2010 VETiS Program NOTIFICATION OF STUDENT ABSENCES". Other formats cannot be processed\*\***