

Late or Unforeseen and Unique Circumstances Application by NSW Public Schools

For late or unforeseen and unique circumstances applications, Principals of NSW public schools must **initially request endorsement from their Director, Educational Leadership**. Please refer to current Distance Education Enrolment Procedures for more information.

The Principal must provide the following:

- a substantial reason explaining why the application is late (note: change of mind is not an acceptable reason) or
- a substantial explanation of the unforeseen and unique circumstances which have impacted on the student's capacity to follow their proposed courses at the home school (e.g. an emerging health issue, a school's quota is depleted and a language is essential to the student's pattern of study).

School School contact person

Phone Email

Student's name Year

Course

Procedure for Late or Unforeseen and Unique Circumstances Applications

Please forward **this form and a detailed statement of 1-2 paragraphs** (see above) outlining the reasons for access to distance education to your Director, Educational Leadership.

Consideration by the Director will include:

- all local options to provide curriculum for the student have been exhausted.
- distance education is essential and required as part of a documented learning plan.
- curriculum access through distance education is the most appropriate option.

If your Director endorses the enrolment, please email this form and the application to NSW School of Languages (enrolments.nswsol@det.nsw.edu.au).

Director, Educational Leadership, Endorsement

I have reviewed the documentation for this application for distance education. I recommend enrolment for the above student.

Name of Director, Educational Leadership

Signature..... Date / /