

## Exceptional Circumstances Application for Single Course Provision

### Non-Government Schools

Applications, with this Distance Education Supplement, are sent to: Leader, Rural and Distance Education

PO Box 717, Bathurst NSW 2795 OR Fax: 02 6334 8069 OR Email:  
RDE@det.nsw.edu.au

School name: \_\_\_\_\_

School postal address: \_\_\_\_\_

School phone: \_\_\_\_\_

School Email: \_\_\_\_\_

Student name: \_\_\_\_\_ Year: \_\_\_\_\_

#### Referral

This category is designed to meet unforeseen and exceptional circumstances not identified in the Single Course Provision Information Handbook.

#### Application and Approval – Single Course Provision

Principals of home or host schools who seek single course provision to meet unforeseen and extraordinary circumstances not identified in the Distance Education Enrolment Procedures must provide a statement outlining these circumstances and provide their request for consideration by the Director, Secondary Education.

#### Director, Secondary Education

I have reviewed the documentation for this application for distance education. I certify that:

- policies or procedures have been followed
- the educational and/or welfare needs of the student cannot be met by the home or host school
- there are no other ways the home or host school can provide the subject requested (eg through a connected classroom arrangement)
- the distance education school is the most appropriate option.

I recommend single course provision for the student whose name appears above.

Name of Director, Secondary Education: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_