



# CALOUNDRA STATE HIGH SCHOOL

## AARA Application Process for Students & Parents Year 11 and 12

1

**COMPLETE THE AARA APPLICATION FORM**  
[AARA Application Form](#)



2

**GATHER MANDATORY SUPPORTING EVIDENCE**  
[QCAA Confidential Medical Form](#)  
[QCAA Confidential Student Statement](#)  
[QCAA School Statement IM External Exams](#) Unit 3/4 Only



3

**GATHER ADDITIONAL SUPPORTING EVIDENCE**  
Where relevant, this can include funeral notices,  
police reports, specialist reports etc



4

**SUBMIT APPLICATION FORM**  
Submit the application form and supporting evidence  
via email to [AARA@caloundrashs.eq.edu.au](mailto:AARA@caloundrashs.eq.edu.au)



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**WHAT TO EXPECT AFTER YOUR SUBMISSION?**  
You will receive an email receipt confirming the  
submission. If you do not receive this within 48hrs,  
please follow up by calling the office 5436 8444.



### ENDORSED SHORT TERM AARA

**Example;** Missed assessment due to unforeseen circumstances out of student control.

#### MISSED EXAMS

The Head of Department Senior School will contact you to organise a solution.

#### MISSED ASSIGNMENT

Respective Faculty Head of Department will contact you to discuss a solution.



### ENDORSED LONG TERM AARA

**Example;** Long term challenges such as mental health, physical or cognitive impairments.

#### CONFIRMATION EMAIL

You will receive an email from our Guidance Officers detailing the endorsement, the approved adjustments and any expiry information that pertains to your AARA.

### NON-ENDORSED AARAS



#### ADDITIONAL EVIDENCE REQUIRED

Guidance Officers may be in contact if the evidence you have provided does not meet the criteria for an AARA - they may ask for additional evidence.



#### UNABLE TO PROVIDE ADDITIONAL EVIDENCE?

The AARA application will not be endorsed and therefore, adjustments will not be implemented



### APPEALS

Appeals can be made directly to [DP\\_Senior\\_School@caloundrashs.eq.edu.au](mailto:DP_Senior_School@caloundrashs.eq.edu.au)