



Education



DSODE

DUBBO SCHOOL OF DISTANCE EDUCATION

Quality Learning for our future

Dubbo School of Distance Education

Guide for Single Course Students and Supervisors – 2021

Effective 4 August 2020



Myall Street, Dubbo NSW 2830

Tel: 02 5804 7000 **Fax:** 02 6884 0777 **Email:** dubbo-d.school@det.nsw.edu.au

<https://dubbo-d.schools.nsw.gov.au>

Your school handbook

This student information book is written to answer questions and guide your learning by Distance Education.

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Principal's message

Welcome to Dubbo School of Distance Education (DSODE), a government Preschool to Year 12 school providing quality services for full-time and pathways students who are unable to attend their local school.

Our commitment is to provide flexible learning for students to achieve high quality educational and social outcomes.

Students are able to engage in the curriculum in many ways. The diverse range of learning modes may include:

- Lessons via satellite, telephone, videoconference, Skype or Adobe Connect
- Face-to-face workshops at school, in the student's home or in regional locations
- Digital learning via CD, DVD, USB
- On-line learning
- Provision of written leaflets and resources via mail.

Students studying at DSODE have achieved excellent results in state testing including NAPLAN, the RoSA (Record of School Achievement) and the Higher School Certificate. Staff are committed to working with students and parents to achieve excellence.

Best wishes in your studies.



Debbie Murray
Principal

NSW School term dates 2021

Term 1	Wednesday 27th January	Thursday 1st April
Term 2	Monday 19th April	Friday 25th June
Term 3	Monday 12th July	Friday 17th September
Term 4	Tuesday 5th October	Friday 17th December

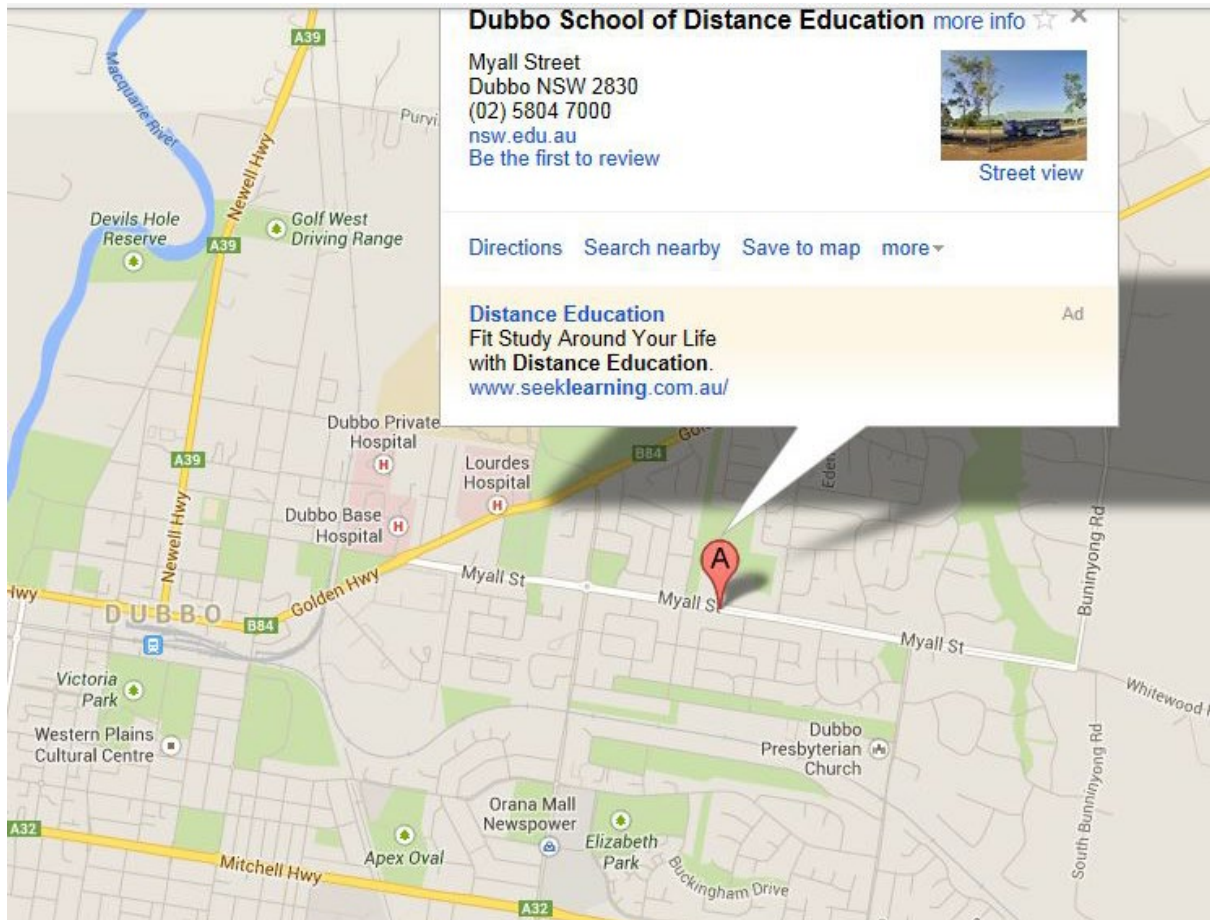
NSW School term dates 2022

Term 1	Friday 28th January	Thursday 8th April
Term 2	Tuesday 26th April	Friday 1st July
Term 3	Monday 18th July	Friday 23rd September
Term 4	Monday 10th October	Tuesday 20th December

School location and map

The map below shows the location of the school in Dubbo.

When visiting the school, please make sure that you register at the office on arrival.



Please register at the office, located in the Administration building, upon arrival



School contacts

Administration

Principal	Debbie Murray	5804 7000
Deputy Principal	Jenny Donovan	5804 7000
Deputy Principal	Stephen Clayton	5804 7000
School Administration Manager	Lynda Ipkendanz	5804 7004

Faculty Head Teachers

CAPA	Cara Karakasch	5804 7052
Distance Education	Cara Karakasch	5804 7052
English	Leanne Wynne	5804 7092
History	Robyn Coman	5804 7104
HSIE	Louise Woods (Rel)	5804 7097
ICT	Naomi White	5804 7036
Languages	Robyn Coman (Rel)	5804 7104
Learning Opportunities	Janelle Dowton	5804 7080
Librarian	David Strain	5804 7089
Mathematics	Robert Quinan (Rel)	5804 7163
PDHPE	Karin Morgan	5804 7154
Science	Helen Toll	5804 7061
Secondary Studies (Stage 6)	Karyn Burgun	5804 7078
Teaching & Learning	Leanne Solomons	5804 7110
Technology & Applied Science (TAS)	Matt Manny	5804 7146
VET	Matt Manny	5804 7146
Welfare	Liana Taylor	5804 7111

Mailroom

Jacqui Rogers	5804 7028
Maxine Toomey	5804 7165
Vanessa Price	5804 7029

Student requirements

NESA course completion criteria

Like all students in NSW, students enrolled at the Dubbo School of Distance Education must satisfy NESA (NSW Education Standards Authority) course completion criteria for the award of the Record of School Achievement (RoSA) and Higher School Certificate (HSC).

The course completion criteria:

A student will be considered to have satisfactorily completed a course if in the Principal's view, there is sufficient evidence that the student has:

- **followed** the course developed or endorsed by NESA; and
- **applied** themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school
- **achieved** some or all of the course outcomes

Return of work

As a condition of continued enrolment, all students enrolled in distance education are required to return work each week or to meet alternative minimum standards set by the school. Where students are not meeting their obligations to return work on a regular basis a review can be undertaken at any time.

Attendance

As a condition of continued enrolment, all students enrolled in Distance Education are required to engage appropriately in the educational program set by the school and maintain regular communication with their teachers.

Engagement in the educational program will involve weekly return of completed student work via

- mail
- email or personal delivery;
- online course participation;
- participation in technology supported lessons;
- and/or participation in workshop activities.

At all times the supervisor must keep the school informed of the student's location and contact information. In addition, the role of the supervisor includes ensuring that attendance and participation requirements are met by the distance education student(s) for whom the supervisor is responsible.

If you have any concerns about meeting any of these requirements, please contact the school and seek advice.

A guide for single course students and supervisors

Welcome to your second school, Dubbo School of Distance Education. We hope this guide will help you to settle in quickly to a successful routine of being a distance education student. Please read it carefully. However, if you are still uncertain about any aspect of your work with us, phone your teacher or the Head Teacher for assistance.

The school's phone number is **02 5804 7000**.

How the system operates

Years 11-12

You will receive a Course Outline for each course. The Course Outline shows you the whole program for the subject, including weekly work, assessment tasks and examinations. It shows you where you should be up to each week of the course.

As you complete the work for each week, give it to your supervisor to sign and send it back immediately.

You will receive feedback on your returned work. The next work will be sent to you at the time indicated on the Course Outline. If you need any help at any time, please telephone or email your teacher without delay.

Year 9-10

You will receive a Course outline and information about the method of delivery for your course. (e.g. online, video conference, phone call). This will most likely be discussed with your teacher and possibly your supervisor.

Once your pattern of study has been decided, you will be sent a package containing the first set of work. Each week's work is enclosed with a separate numbered Learning Activity.

Each Learning Activity has:

- Your name (student)
- Your Distance Education teacher's name and contact details
- Name of the subject
- Details of the work you need to undertake for the week.

Once you have completed the work, give it to your supervisor to sign and return it to Distance Education. You will then be ready to start the next Learning Activity.

Working via Distance Education

Below are some helpful guidelines to assist you with undertaking learning via Distance Education:

- Use the **timetabled periods** at your school to undertake your distance education work.
- Get into the habit of **returning a Learning Activity each week**. Post each Learning Activity as soon as it is completed. If several packages are “saved up” to return together, then the student is likely to be without work for an extended period of time. Effective teacher feedback will also be limited.
- An example **“Supervisor’s record of receipt and return”** is provided in this booklet for both the supervisor and student. Use these to record dates on which work is received and then posted to DSOE. Another copy will be sent with the first pack.
- Read teacher’s **messages and feedback** comments carefully. Respond to any questions or instructions.
- Pay attention to any **corrections** provided in your work.
- Check that you have completed the work the teacher has sent you.
- **Write your name at the top of each page, number your pages and staple your work to the Learning Activity. The Learning Activity must be returned with each set of work.**
- Keep printed lesson materials and corrected work in **course folders** so that you can revise your work regularly and before assessment tasks.
- If you need assistance with your work or lesson materials, contact your distance education teacher as soon as possible, or ask your supervisor to do so. You can telephone during school hours or email your teacher to discuss your work. You can also ask to speak to the Head Teacher of the course you are undertaking.
- Close cooperation between the home school and Dubbo School of Distance Education can assist you as a student significantly. **Effective communication** is extremely important.


General requirements: Supervisors

It is important to consider the following when students are undertaking Distance Education learning:

- Students need a suitable area at school in which to work undisturbed.
- If a student’s personal and contact details change, please write the new changes on the next Learning Activity and return to the school.
- If a student’s work is delayed through illness or other problems, please let us know as soon as possible.
- Please inform us in writing when a student’s enrolment finishes. Email is acceptable.
- Keep a copy of the “Supervisor’s record of receipt and return” to document dates of Learning Activities (student work) received at the school and posted to Dubbo School of Distance Education. Students should be encouraged to keep their own records showing dates when work has been received and posted.
- Students will need encouragement and support from their home school supervisor to reach their full potential. We appreciate the support of supervisors.
- Please provide any reports or support documents for students requiring additional support. (e.g. Learning Adjustments, Risk Assessments, Individual Learning Plans etc.) These need to be verified by the Principal.

Mailing envelopes- reply paid stickers

Enclosed with your work will be a printed Reply Paid sticker (as shown below) which is to be used when returning your work. Contact the school when you require more stickers.

Delivery Address: Locked Bag 12 DUBBO DC NSW 2839	No stamp required if posted in Australia 
Dubbo School of Distance Education Reply Paid 70666 Dubbo DC NSW 2830	



Textbooks and equipment

Your home school has agreed to provide your textbooks and equipment. Discuss this with your supervisor. Please get in touch with Dubbo School of Distance Education if there are problems in obtaining the necessary materials.

Visits to the Dubbo School of Distance Education

- The Dubbo School of Distance Education welcomes visits from students. Your teacher will be happy to negotiate a time to see you. Please telephone or email your teacher to arrange any visits.
- The school holds regular **residential camps** and **workshops** throughout the year for various courses. You will be advised when these are scheduled and you will be sent the necessary forms to be completed and returned to the school if you have been invited to attend a workshop at Dubbo School of Distance Education.
- Remember to keep in touch with your supervisor and your distance education teacher. Ask about anything that concerns you. We hope that you will enjoy learning with us!



Education Portal Accounts and Email

Every student enrolled at Dubbo School of Distance Education is given an account by the NSW Department of Education to access their school email accounts and to access the internet when they are in a Department of Education school. Students are encouraged to use this email account for all correspondence with their DSOE teachers.

If you have an Education account from a previous government high school then you will be able to use this at our school. If you do not know what your account username and password is, then contact your teacher, or call ITD Help on 1800 338 483.

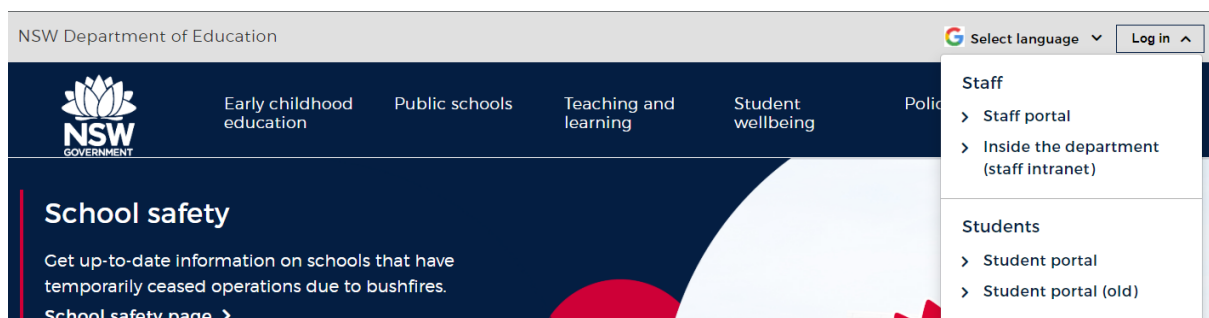
Instructions for non-DET Students on accessing DET email

When you enrol as a distance education student you will automatically be given a NSW Department of Education student email address.

This email address will be the main point of electronic communication that Dubbo School of Distance Education (DSODE) will use for you. It is your responsibility to check this email regularly for communication from the school and your DSODE teacher/s.

Please contact your DSODE teacher to be given your department of education email address and password.

1. To access the student portal and your email please log onto the following website:
<https://education.nsw.gov.au/>
2. Click on the Log in button on the far right and select student portal from the dropdown list



The next step is to log in using your email address as the user id and password. If your email address has a number in it this is to be used in the user ID too. (You do not include the @education.nsw.gov.au in the user ID)

For example: User ID = Peter.Person3

Log in with your DoE account

User ID

Example: jane.citizen1

Password

[Forgot your password?](#)

Have trouble logging in?
[Help for DoE staff](#)

3. You may be presented with a Department of Education Internet user agreement – read and accept the user agreement to access your portal.
4. Your portal contains a range of useful links include email, calendar, learning resources and software tools.

The screenshot displays a student portal for a 'Senior' user. On the left is a vertical navigation menu with icons and labels for Home, Email, Oliver Library, Help, Notifications, Change password, Secret Questions, Change Colours, Sign Out, and Feedback. The main content area is organized into several functional panels:

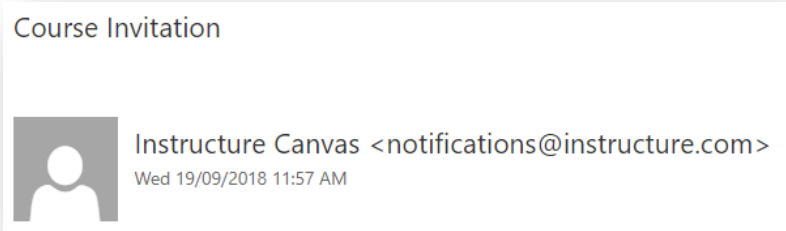
- Search:** A Google search bar with a 'Search' button.
- Calendar:** A Google Calendar panel with a date of '25' and an 'Authorise' button. A message states: 'We need you to verify who you are to Google so that we can look at your calendars. Please select the Authorise button below.'
- Games:** A panel titled 'Games' with a 'Puzzlemaker' link.
- Counselling and Support:** A panel titled 'Counselling and Support' with the text 'Resources to help you right now.'
- My bookmarks:** A panel titled 'My bookmarks' with a 'List name' input field, a placeholder 'Name your custom bookmarks list here...', and a 'Create new list' button.
- BlogEd:** A panel titled 'BlogEd' with tabs for 'My Posts' and 'My Blogs'. It shows 'No posts found' and a 'See more BlogEd content' link.
- Learning:** A panel titled 'Learning' listing software: 'Microsoft Visual Studio Pro for BYOD', 'EQUELLA - Rural and Distance Education', and 'Microsoft Office 365'. A 'Show more' link is at the bottom.

5. Click on the email tab on the left navigation bar to access your student gmail account – you will need to verify and accept user agreements for this service also.

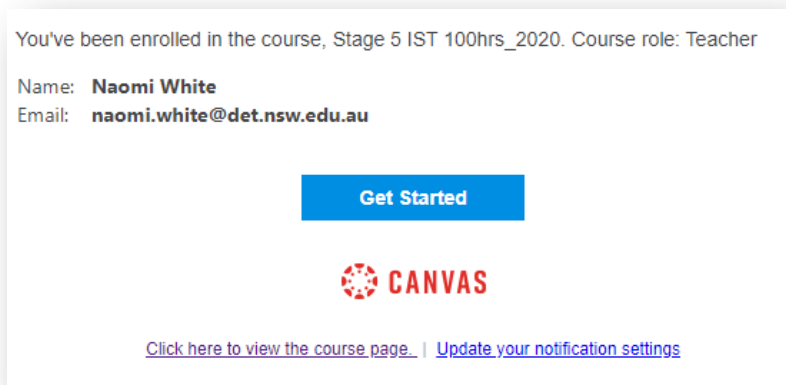
Accessing CANVAS for the first time

Accepting your invitation to a CANVAS course

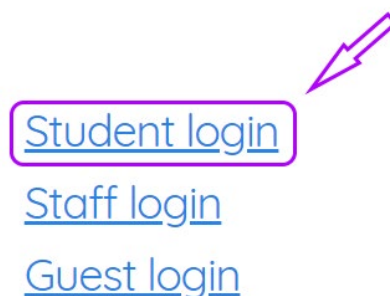
1. When a teacher adds a student to a Canvas course, the student will receive a 'Course Invitation' from Instructure Canvas.



2. Pressing the 'Get Started' button included with the email invite will launch the DSODE Canvas login page (see step 3).

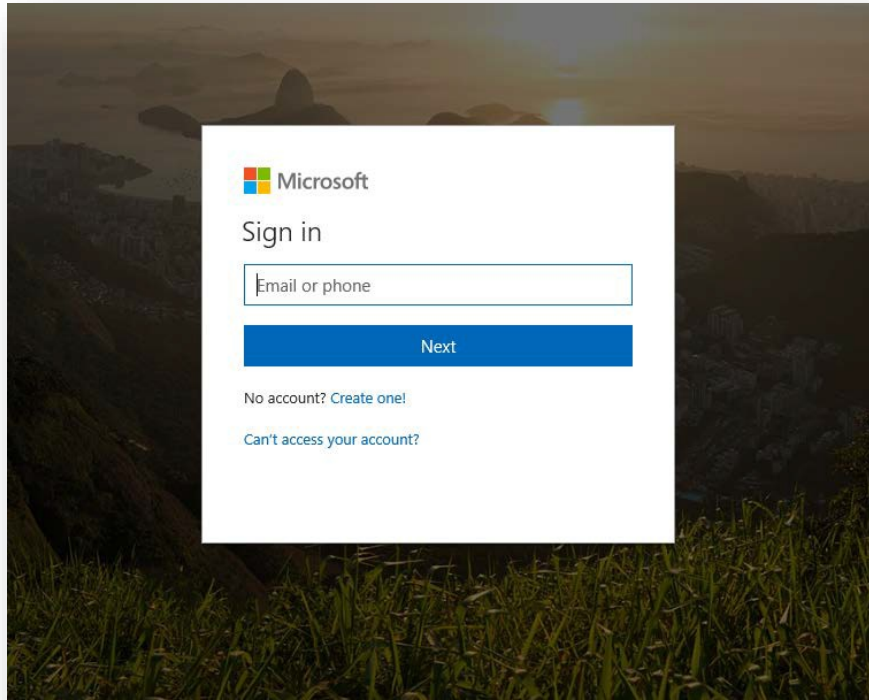


3. Students will need to select 'Student login' to start the login process outlined below - Accessing CANVAS for the first time!



1. Access CANVAS at: <https://dsode.instructure.com/>
2. Log in with your DoE (Department of Education) email address (the email that ends in @education.nsw.gov.au).
For example: joe.bloggs3@education.nsw.gov.au

(i) Type your email into the screen that appears:

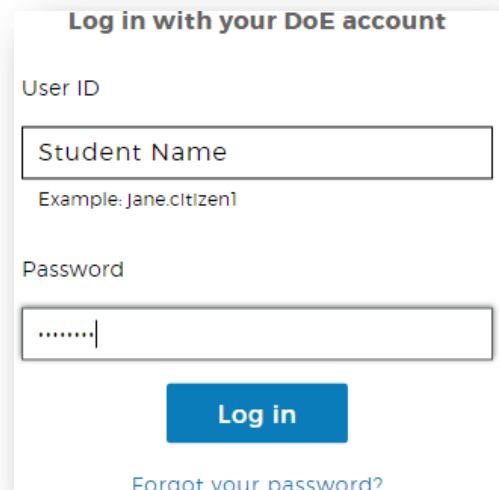


You will be taken to the Department of Education Portal to authenticate your logon – sign in here with your username and password.

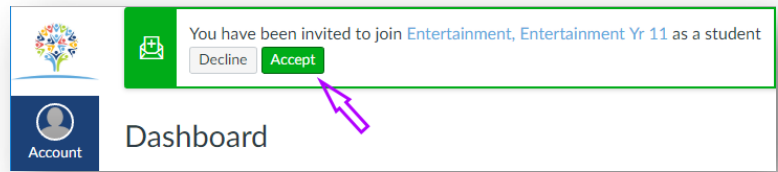
User ID: Your username is the first part of your email address including any numbers (the email that ends in education.nsw.gov.au)

For example: joe.bloggs3@ education.nsw.gov.au would have a username of joe.bloggs3

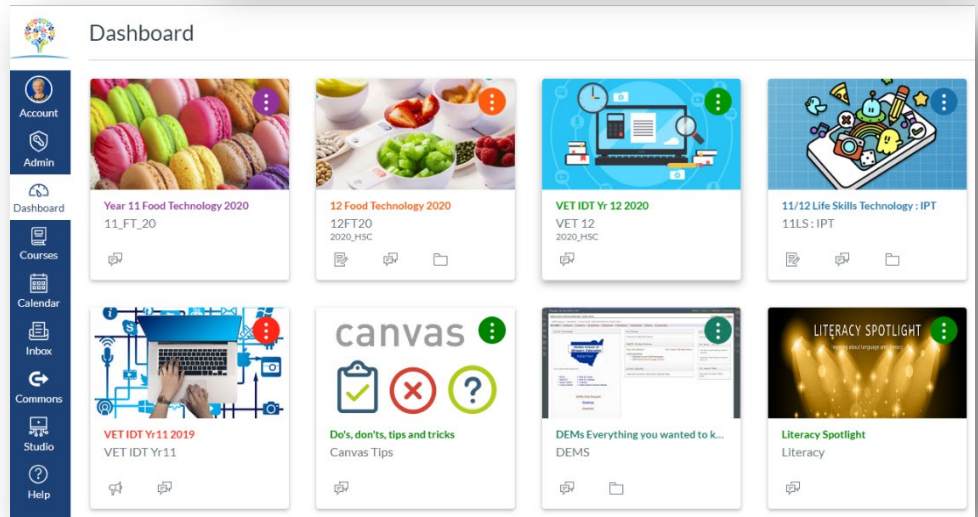
Password: Your password is the password you use to access the student portal. If you have forgotten this, please contact your Student Advisor.



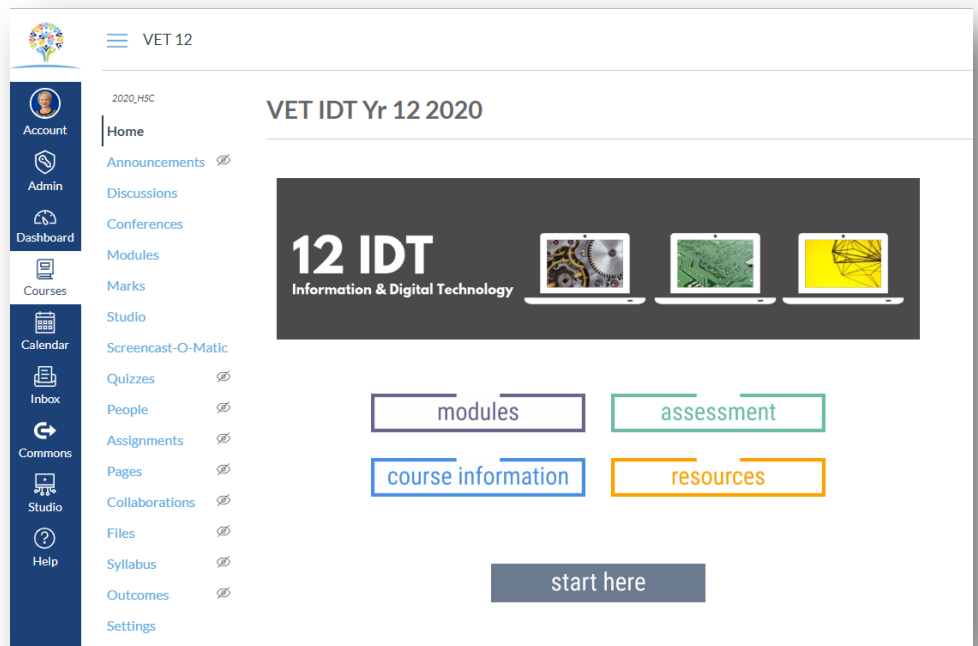
4. If accessing a course for the first time you will need to press the green 'Accept' button to access the course.



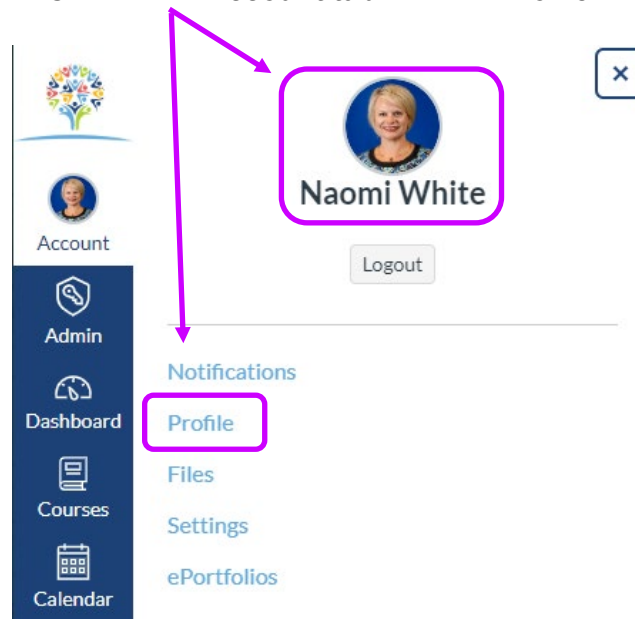
5. Select your course from the Dashboard. You will only see the courses you are enrolled in. Click on the course tile to access the course material.



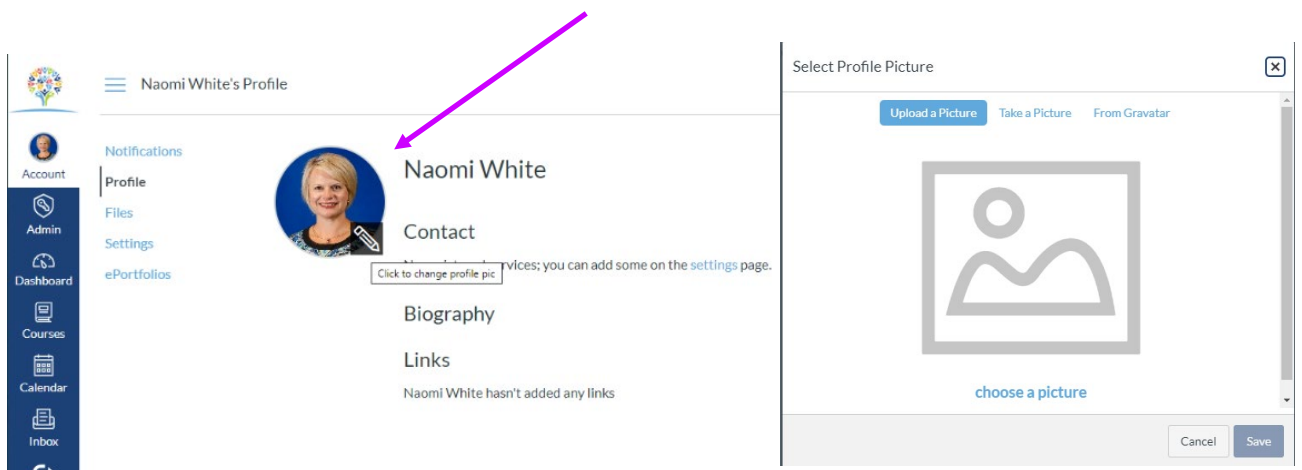
6. Courses will open to a landing page similar to the one shown here. Click on **start here** to get started.



7. Create a Profile for yourself in Canvas.... Editing your account information allows you to set up your profile. Click on the **Account tab** then the **Profile** heading.



8. Move your mouse over the image circle (the default will be a white head on a blue background). Click on the pencil symbol when it appears. This will open the dialogue box below where you can navigate to a saved picture on your computer that you wish to upload as your Canvas profile image. This will be seen by all teachers and users on Canvas so please choose appropriately.



WELCOME TO THE DSOE CANVAS LEARNING ENVIRONMENT.

PLEASE CONTACT YOUR CLASS TEACHER FOR FURTHER SUPPORT WITH YOUR COURSEWORK.

Satisfactory Course Progress

To be eligible for the award of a Record of School Achievement (RoSA) or Higher School Certificate (HSC), you must satisfy NESA that your course completion is satisfactory and that you have achieved outcomes required for the course you are studying.

In distance education, these requirements are measured by the quality of your work and by your completion and submission of Learning Activities. Your teacher will be monitoring both these aspects.

If you need extra help, your distance education teacher will be happy to provide it. Please phone or email.

If your return of work to Dubbo School of Distance Education is deemed unsatisfactory, your supervisor and school principal will be informed and your enrolment may be terminated.



Assessments and Examinations

NESA entry

Your home school is responsible for entering you in the **Record of School Achievement/Higher School Certificate** including subjects being studied by distance education.

Enter that the subject is studied at the Dubbo School of Distance Education – NESAs number **8112**.

Check with your supervisor that this has been done.

Assessment Tasks and exam dates

- Assessment Tasks and examinations should be completed **by the dates specified by Dubbo School of Distance Education**. If there are any difficulties, please contact the Distance Education Head Teacher of the subject concerned.
- A notification of examination dates (where these are part of your course) will be sent to your Principal or Supervisor well in advance of any examination paper so that arrangements can be made to sit for it at your home school. Details on the scope and format of the examination will also be sent to you well in advance of the examination.
- If examination papers etc. have not reached your school one week before the scheduled date, let us know.
- Your school Supervisor must sign the front page of the Assessment Task/Examination, as well as the Record of Examination Supervision sheet to verify the work has been completed under the required conditions. For examinations and Assessment Tasks completed under examination conditions, you must be supervised by a teacher from your school.
- If you have any questions regarding examination/assessment task dates and procedures, your Supervisor will have that information to help you.

Year 9

Assessment is based on your completion of Learning Activities, topic tests, projects and assignments. Make sure you return your work regularly.

Year 10

You will begin the Record of School Achievement (RoSA) in Year 10. This will continue into Year 11 up until you sit for the Higher School Certificate in year 12. Assessment will be school-based with the opportunity to sit for some literacy and numeracy exams set by the NESA.

The school may require you to undertake assessment tasks during Year 10 for specific subjects. The subject teacher will send you the Assessment Schedule for their subject at the beginning of the course.

Preliminary Course

There are a maximum of three formal Assessment Tasks in Year 11. The Preliminary course is studied over three (3) terms. It begins in Term 1 and is completed at the end of Term 3.

You will receive a **Preliminary Course Assessment Booklet** which details the assessment requirements for this course. Make sure you read it carefully.

Please note that the Preliminary Course Examinations are held at the end of Term 3. Your subject teacher will also give you an Assessment schedule and policy document.

Both ongoing school assessments and course examinations are used to check your progress.

If you know in advance that you will be absent from school during the assessment/examination period, please contact your subject teacher.

Higher School Certificate

The Higher School Certificate (HSC) is studied over four terms. It begins in Term 4 and the HSC examinations are conducted in Term 4 the following year.

There are a maximum of four Assessment Tasks in Year 12. You will receive a Student HSC Assessment Guide which details the assessment requirements for this course.

Make sure you read it very carefully.

Both school Assessments Tasks and examinations are used to check your progress.



Please remember that the Supervisor's Certificate must be signed on every completed examination and assessment Learning Activity.



NOTE:

- **Payment** for the single course enrolment must be received from the **home school** directly.
- A cheque made payable to **Dubbo School of Distance Education** must accompany the application form.
- It is up to the discretion of the home school as to how fees are obtained from the student.

Role of the Supervisor

The Supervisor must provide appropriate supervision for the student in their learning environment. They must ensure that the student is not left unsupervised whilst learning through distance education.

The Supervisor must arrange for supervision of the student's tests and examinations and take full responsibility for precautions and safety in all practical work.

The Supervisor guarantees the following:

- Prompt issue of Dubbo School of Distance Education materials to a student.
- Completion and posting of weekly work in all subjects.
- Their signature on all work submitted to the Dubbo School of Distance Education.

NOTE:

Any completed Learning Activity/ Examination paper/ Assessment Task received at the Dubbo School of Distance Education without the supervisor's signature may be regarded as invalid.

- Provision of time for the required number of periods or hours of study each week is allocated in the school's timetable.
- The student satisfactorily participates in oral and practical work as prescribed by the particular course.
- Provision of a suitable study/work area for the student, including access to and use of supervised specialist rooms as required.
- Provision of headsets and computer access, including internet, for use in all subjects.
- Completion of portfolios of work and depth studies as and when required.
- Tests, examinations, assessment tasks and assignments will be conducted under strict supervision ensuring that work submitted belongs to the student.
- Tests, examinations and assessment tasks will be held on the date(s) and at the time(s) specified by the Dubbo School of Distance Education and returned to the school promptly by the due date.
- Return of teaching materials (e.g. CD/DVDs, USBs), unmarked lesson booklets, equipment and library books issued by the Dubbo School of Distance Education on completion of the course or on leaving.

Important

Failure to comply with the above conditions may lead to a non-award in a course and/or termination of the student's enrolment.

Important notes for supervisors

Examination supervision

It is a condition of enrolment in Dubbo School of Distance Education that students sit for the examination on the dates and at the times specified (where such dates and times are specified). **Supervisors must make arrangements for the student to be supervised for the examination.**

Carefully note the arrangements set out below so that the examinations can be completed without delay. In particular, you are asked:

- to check the contents of each examination package received
- to report immediately, by telephone any irregularity
- maintain a scanned or photocopy of students' completed written exam paper
- to return worked papers immediately on completion of the exam.

Contact Dubbo School of Distance Education if examination papers have not arrived one week prior to the date of the examination.

Please note:

The examination replaces the week's work in that subject.

Students who are absent during a designated exam period must provide the appropriate illness and misadventure information to Dubbo School of Distance Education.

Student equipment for examinations

To each examination, the student should bring:

- writing materials and, where necessary,
- mathematical instruments, including:
 - a non-programmable hand-held calculator
 - a B pencil
 - an eraser
 - other geometric equipment as required for other subjects e.g. a geometric compass for Geography

No mathematical tables may be used in any examination.

HSC Languages permit the use of bilingual or monolingual print dictionaries only in examinations.

It is essential that the student takes a **calculator** to examinations in:

- mathematics
- engineering studies
- all science subjects
- economics
- geography



NESA has approved the use of hand-held, silent in operation, battery or solar powered, non-programmable calculators in all examinations of these subjects. For an up-to-date listing of approved calculators see the NESA website: <http://educationstandards.nsw.edu.au>

Year 12 students should refer to **Equipment Checklist for Specific Subjects** on the official HSC Examination Timetable for further equipment details.

Student equipment not allowable for examinations

- A mobile phone. Mobile phones are not permitted in an examination room under any circumstances.
- A programmable watch, e.g. an Apple watch.
- Any electronic device (except a calculator where permitted). This includes mobile phones or other communication devices, organisers, tablets (e.g. iPads, etc.), music players or electronic dictionaries.
- Paper or any printed or written material (including your examination timetable).
- Dictionaries, except where permitted in language examinations.
- Correction fluid.

You are not allowed to borrow equipment during examinations.



Library Information

All students enrolled at Dubbo School of Distance Education (DSODE) are entitled to use our library service as well as their home school resources. The DSODE library contains:

- Reference books in all subject areas for assignments and projects including a large collection of art reference books, biographies and autobiographies
- A wide range of popular and classic fiction in categories that include adventure, fantasy, mystery and science fiction
- DVDs – rapidly growing collection relevant to all subjects, and
- Music CDs



How to find resources

- **Phone 5804 7000** to discuss your borrowing needs and interests.
- Email **dubbo-d.school@det.nsw.edu.au**, or **david.strain@det.nsw.edu.au**
- **Fax 6884 0777** to ask a Librarian to help you find just what you need.
- Visit the library when you come in for a workshop, residential or other occasion. You can also use our computers to help with an assignment.

Health/Medical issues



Please let Dubbo School of Distance Education know about any **health related issues** that may affect your education and ability to undertake lessons and work with us. In particular:

- Severe asthma, type 1 diabetes, epilepsy and anaphylaxis
- Any diagnosis that determines your risk of an emergency reaction
- Any requirements for the administration of health care procedures

It will be necessary for you to complete a **Health Care Plan**. Please ask the school to provide you with the necessary document.

Student Timetable

To facilitate contact between you and your distance education teacher:

- Complete the following timetable showing the times and locations allocated for your subjects, OR
- email a copy of your timetable to your teacher

Student Name:		Supervisor's Name	
School phone No:		Supervisor's phone No:	
Mobile phone No:		Location of lessons (e.g. school library)	



Keep a copy of this timetable for your reference + send a copy to your distance education teacher.

Week 1											
Period	Time	Monday		Tuesday		Wednesday		Thursday		Friday	
		Course	Location	Course	Location	Course	Location	Course	Location	Course	Location
1											
2											
3											
4											
5											
6											
7											
8											

Week 2											
Period	Time	Monday		Tuesday		Wednesday		Thursday		Friday	
		Course	Location	Course	Location	Course	Location	Course	Location	Course	Location
1											
2											
3											
4											
5											
6											
7											
8											

Learning at a distance: A checklist for student & supervisor

Before you begin your study by distance education, complete this survey with your supervisor and parent/guardian. Check the following questions then **return this with your first Learning Activity**.

Student Name: _____ Year: _____

- Have you had experience in this subject before? Yes No
- Is this subject one of your key interest areas? Yes No
- Are you prepared to submit work every week? Yes No
- Will you see your supervisor regularly? Yes No
- Will you contact your Dubbo School of Distance Education teacher regularly? Yes No
- Are you a motivated student? Yes No
- Are you good at working by yourself? Yes No
- Are you a good reader? Yes No

Do you realise that...

- Your course may involve a lot of reading, writing and use of audio/visual media? Yes No
- Your periods at school for distance education are not “free”. You will need to complete your distance education work. Yes No

Have you...

- Discussed distance education with your parents/guardians? Yes No
- Discussed distance education with your Year Adviser at school? Yes No
- Discussed distance education with your KLA Head Teacher? Yes No

Ask your Supervisor or Year Adviser....

1. Where will I do my work?

--
 2. When will I do my work?

--
 3. Where will I collect my work?

--
 4. Where will I return my work?

--
 5. When will I return my work?


--
6. Is my school's phone available for me to contact the distance education school? Yes No
7. Will I have access to coursework made available online? Yes No


Student signature: _____


Parent Signature: _____


Supervisor's Administration

Photocopy as required...

Explanatory Note				 DSODE <small>DUBBO SCHOOL OF DISTANCE EDUCATION</small>
Dubbo School of Distance Education				
Student Name:				
Course:		Teacher:		
		Learning Activity No:		
This set is incomplete/not included because:				
Supervisor's Signature		Date:		

Explanatory Note				 DSODE <small>DUBBO SCHOOL OF DISTANCE EDUCATION</small>
Dubbo School of Distance Education				
Student Name:				
Course:		Teacher:		
		Learning Activity No:		
This set is incomplete/not included because:				
Supervisor's Signature		Date:		

Explanatory Note				 DSODE <small>DUBBO SCHOOL OF DISTANCE EDUCATION</small>
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Student Name:				
Course:		Teacher:		
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Explanatory Note				 DSODE <small>DUBBO SCHOOL OF DISTANCE EDUCATION</small>
Dubbo School of Distance Education				
Student Name:				
Course:		Teacher:		
		Learning Activity No:		
This set is incomplete/not included because:				
Supervisor's Signature		Date:		

Supervisor's Administration

Please return to: Dubbo School of Distance Education, Myall Street, Dubbo 2830 FAX: 02 6884 0777



Single Course Leavers Form

Dubbo School of Distance Education

Attention: Deputy Principal

This form is notification that: _____ (student's name)

of _____ (School name)

has withdrawn from _____ (Course name)

as of ____ / ____ / ____ (date)

The following items are included/will be returned to the school:

Text books

USB drive

CDs/DVDs

Unused sets of work (Title Pages)

Library books

Supervisor's Name: _____ Signature: _____