

# Teacher Confirmation of Student Readiness to Write a Diploma Examination at a Special Writing Centre 2011–2012

To be completed by a student's teacher, if the student is currently completing a course for which he/she has requested approval to write a diploma examination at a Special Writing Centre

## 1. Examination administration session for which this confirmation applies:

November 2011       January 2012       April 2012       June 2012       August 2012

## 2. Student Information

ALBERTA STUDENT NUMBER	<input type="text"/>	BIRTH DATE	Year <input type="text"/>	Month <input type="text"/>	Day <input type="text"/>	SEX (M/F)	<input type="text"/>
SURNAME	<input type="text"/>						
LEGAL FIRST AND MIDDLE NAMES	<input type="text"/>						
CURRENT ADDRESS	Apt/Street/Ave/P.O. Box/Route <input type="text"/>						
	Village/Town/City <input type="text"/>						
	Province <input type="text"/>					Postal Code <input type="text"/>	

For Office Use Only	
SWCE#	<input type="text"/>
SWCS#	<input type="text"/>
SWC#	<input type="text"/>
<input type="text"/>	
Signature <input type="text"/>	

## 3. Student's Course Progress Information

COURSE NAME	<input type="text"/>	SCHOOL FINAL EXAM DATE	Day and Month <input type="text"/>	DIPLOMA EXAM DATE	Day and Month <input type="text"/>
COURSE ENROLMENT DATE	Month and Year <input type="text"/>	% OF COURSEWORK & ASSIGNMENTS CURRENTLY COMPLETED	<input type="text"/>	CURRENT AGGREGATED COURSE MARK in %	<input type="text"/>

Given his/her current course mark, percentage of coursework completed, demonstrated ability level, and effort and work/study habits demonstrated to date, in my professional judgment, the above-named student has a reasonable likelihood of:

	<b>Yes</b>	<b>No</b>
Completing the required coursework prior to the scheduled date of the final school-based exam for this course	<input type="checkbox"/>	<input type="checkbox"/>
Achieving a passing grade on the final school exam for this course if the exam is written on the scheduled date	<input type="checkbox"/>	<input type="checkbox"/>
Achieving a passing diploma examination mark if the exam is written in the proposed exam writing session	<input type="checkbox"/>	<input type="checkbox"/>

## 4. Teacher Declaration and Information

- This student's reason for being out of the province when the aforementioned diploma examination is scheduled to be written meets the criteria that would enable him/her to be approved to establish a Special Writing Centre
- I support this student's request to write the aforementioned diploma examination at a Special Writing Centre
- If this student is approved to write the aforementioned diploma examination at the requested examination administration session and Special Writing Centre, I will submit his/her final school awarded mark for that course by the published submission deadline date
- I have discussed the information I am providing on this form with the student before submitting my response

Teacher's First Name <input type="text"/>	Teacher's Surname <input type="text"/>	School Name and School Code <input type="text"/>
Telephone Number <input type="text"/>	Email Address <input type="text"/>	
Teacher's Signature <input type="text"/>	Date <input type="text"/>	

## 5. Principal's Information

Principal's Name <input type="text"/>	Principal's Signature <input type="text"/>	Date <input type="text"/>
Telephone Number <input type="text"/>	Email Address <input type="text"/>	

All **original signed** forms and documents **must be forwarded to and received by** Special Cases and Accommodations for the application process to be completed. While those signed documents are being forwarded, **scanned or digital copies** may be sent, by e-mail or fax, as interim working versions. This form **must be attached** to a completed *Registration to Write a Diploma Examination at a Special Writing Centre* form before being forwarded to Special Cases and Accommodations.

The personal information collected on this form is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*, and will be used to administer and process the writing and/or rewriting of diploma examination(s). It will be treated in accordance with the privacy protection provision of **Part 2** of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information, contact the Director, Exam Administration, at 780-427-0010 (to be connected toll-free within Alberta, first dial 780-310-0000).

Special Cases and Accommodations, Alberta Education  
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Edmonton AB T5J 5E6

**special.cases@gov.ab.ca**  
Phone: (780) 427-0010 Fax: (780) 422-4889  
To be connected toll-free within Alberta, dial 310-0000