



Application Process

New AARA Application (all categories)

See AARA form or page 6 of our Assessment Policy for information on the categories.

Please note: if you are requesting an extension to a **DRAFT DUE DATE**, this is negotiated directly with your teacher and **DOES NOT** require an AARA form

STEP 1: Student or Parent/Carer completes AARA form and gathers supporting evidence. Further information about the supporting evidence required can be found on page 6 of our Assessment Policy

STEP 2: Email AARA form and supporting evidence to 2409_aaraapplication@eq.edu.au and include relevant teachers and case manager (e.g. Inclusion Coordinator, Specialist Support Coordinator, or Guidance Officer) in the email.

STEP 3: All AARA applications are actioned by the MS or SS AARA Coordinator and the student, parent/carers, and relevant teacher/s, HOD/s and case manager will receive an email with the decision. Approved AARA information will be recorded in OneSchool > Support Provisions.

Existing long term AARA

Extensions to Assignment due dates pre-approved by Case Manager (Inclusion Coordinator / SSC / Guidance Officer)

NO AARA FORM REQUIRED.

Years 6-9

Years 10-12

Student accesses approved AARA by negotiating an extension to their assignment due date with their teacher

Student emails their Case Manager, AARA email and their teacher/s for the relevant subject/s to request an extension to their assignment due date.

More information

If the AARA Coordinator needs to consult staff in the decision making process, the areas of responsibilities are below. If the student or parent/carers wish to discuss their circumstances or get support for their AARA application, they contact the relevant staff below.

Disability including mental health diagnosis / Chronic physical condition

Inclusion Coordinator Team

Social or emotional Concern (no diagnosis)

Guidance Officer

Acute illness or misadventure / Sporting event / Mandated school events

Head of Year (If more than one subject)

Head of Department (If only one subject)