

## ATTENDANCE APPEAL

Students who fail to earn credit in a class due to failure to meeting guidelines of the attendance policy will be allowed to file an appeal. They must contact the assistant principal to obtain an Attendance Appeal Form. This is to help students and their families in extenuating circumstances.

To file an appeal:

- 1) Pick up from Mrs. Tobin in the Main Office, an Attendance Appeal Form and a computer print-out of your attendance.
- 2) Take your computer print-out to each of your classroom teachers to sign that it is accurate (for each class).
- 3) Take your information home for you and your parent to review to provide documentation for each absence each hour.
- 4) Write a letter (with your parent) explaining what “special considerations” the committee should be aware of in your particular case. Explain also why you feel you should be granted an appeal.
- \*5) Return information to Mrs. Tobin in the Main Office as soon as possible, but no later than two weeks after the marking period. Your completed appeal packet must include:
  - Signed computer printout.
  - Documentation for each absence.
  - Appeal letter.
  - This form completed

Name \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Phone # \_\_\_\_\_

Grade 9      10      11      12      (circle one)

List The Classes You Are Appealing For A Grade Change (Fill in all information you have):

Hr	Class/Teacher	Final Exam	Old Grade	Granted /Denied	Steps/ Reasons	*Office Use Only* New Grade
1	_____	_____	_____	_____	_____	
2	_____	_____	_____	_____	_____	
3	_____	_____	_____	_____	_____	
4	_____	_____	_____	_____	_____	
5	_____	_____	_____	_____	_____	

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_