



Class Attendance Appeal Request 2017-2018

Complete Section A and return to the Main Office 10 days after meeting or exceeding the attendance cap - must be submitted to the Main Office by January 5, 2018. (8 absences – ½ year, 16 absences – full year class)

Section A <u>Student</u> <u>Completes</u>	Student Name:	
	Grade:	
	Date:	
	School Counselor:	
	Course Name:	
	Teacher:	

Student brings form to Main Office with pertinent documentation (i.e. doctor's notes, college visits, etc.) and justification in a typed document.

Section B <u>Main Office</u>	Date received:	
	Documents received Y/N:	
	Total # of absences:	EXCUSED: UNEXCUSED: DOES NOT APPLY: TOTAL ATTENDANCE POINTS:

Main Office gives form to teacher to complete Section C.

Section C <u>Teacher</u> <u>Completes</u>	Current grade:	
	Teacher comments:	
	Teacher signature & date:	

Teacher turns form into counselor to complete Section D.

Section D <u>Counselor</u> <u>Completes</u>	Counselor comments:	
	Counselor signature & date:	

Counselor turns into Main Office to complete Section E.

Section E <u>Main Office</u> <u>Use Only</u>	Date of Appeal:	
	If no appeal, why:	
	Restore (reason):	
	Issued (terms):	
	Denied Credit (reason):	