



# 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)*

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

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

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

*Main Office gives form to teacher to complete Section C.*

|  |                           |  |
|--|---------------------------|--|
| <b>Section C</b><br><br><b><u>Teacher</u></b><br><b><u>Completes</u></b> | Current grade:            |  |
|  | Teacher comments:         |  |
|  | Teacher signature & date: |  |

*Teacher turns form into counselor to complete Section D.*

|  |                             |  |
|--|-----------------------------|--|
| <b>Section D</b><br><br><b><u>Counselor</u></b><br><b><u>Completes</u></b> | Counselor comments:         |  |
|  | Counselor signature & date: |  |

*Counselor turns into Main Office to complete Section E.*

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