

SECONDARY - STUDENT ATTENDANCE APPEAL PACKET

Name: _____ **Grade Level:** _____ **Date:** _____

Class Schedule for Year _____

PERIOD	COURSE	TEACHER	GRADE (A-F)
(optional)			
1st			
2nd			
3rd			
4th			
5th			
6th			

- (1) Complete the top portion of this page and circle the period(s) and course(s) for which you are applying for an appeal.
- (2) Complete the appropriate portion of the page titled Course Form and give this to each teacher.
- (3) Complete the statement page provided. Include any documentation in support of your absences that have not been submitted to the attendance office.

The attendance office will provide a printed copy of your school attendance record for the appeal hearing.

Once you have completed the above-specified steps, you are required to turn in your appeal packet to the attendance office. It must be turned in no later than two (2) weeks prior to the end of the grading period.

*You will be notified of the time, date, and location of your appeal hearing. Please be on time. **You are invited and encouraged to bring your parent(s)/guardian.** You will be notified within one (1) week of the Attendance Appeal Committee decision.*

FAILURE TO COMPLETE THE STUDENT STATEMENT PAGE OR APPEAR FOR YOUR SCHEDULED INTERVIEW WILL INVALIDATE YOUR APPEAL REQUEST.

12/02
1/12/12