

ELEMENTARY GRADES 1 - 6 - STUDENT ATTENDANCE APPEAL PACKET**Name:** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_**Teacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_**Total Absences:** \_\_\_\_\_

SUBJECT	TEACHER	GRADE (A-F)
Reading		
Language Arts		
Math		
Social Studies		
Science		
Activity		

**Teacher comments:** \_\_\_\_\_*(Use the back of this page as necessary.)*

1. Complete student's name and grade level on this page and give to your child's teacher.
2. Complete the statement page provided. Include any documentation in support of absences that have not been submitted to the attendance clerk.

*The attendance clerk 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 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 child.** You will be notified within one (1) week of the Attendance Appeal Committee decision.*

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

12/02  
1/12/12