



NORWICH FREE ACADEMY

ATTENDANCE APPEAL APPLICATION (Grade 12)

Name: _____ I.D. _____ GuidanceCounselor: _____

APPEALS ARE DUE NO LATER THAN 2:30PM ON MAY 29th:

LIST CLASSES FOR APPEAL: **This information is listed on the attendance letter you received. You must appeal all classes in which you have 10+ absences or 3+ class cuts.**

CLASS	TEACHER	CLASS	TEACHER

Per the Attendance Appeal Process outlined on Page 18 of the PILOT, requests for a waiver of loss of credit through the appeal application should document the extenuating circumstances that caused excessive absences. As such, please answer the following questions, **on a separate piece of paper**, with as much detail as possible. The Attendance Appeal Committee will review your appeal application and determine whether or not to grant you your appeal for credit.

- Reflect on your attendance. What were the extenuating circumstances that made it difficult for you to attend school/be on time every day during this past semester?
- Explain how you kept up with the schoolwork that you missed during your absences. If you did not keep up with your schoolwork, please explain why.
- Explain why you feel the Attendance Appeals Board should waive the attendance policy for your situation and grant the credit for which you are appealing.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Every application must have a separate page answering the questions listed above. Attach any supporting documentation you deem necessary.

If you do not submit this form to your house office by the specified due date noted above, you will automatically lose credit in any class in which you have 10+ absences or 3+ class cuts.

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