



NORWICH FREE ACADEMY

To: NFA Students (12th Grade)
From: NFA Administration
Re: Attendance Appeal Notification

This is official notification that as of this date you have exceeded "nine (9) class absences in one or more classes" (*NFA Pilot*, p.19). The total absences are a combination of full day absences, tardiness to school, early dismissal from school, medical center visits, and/or class cuts.

"After the 10th class absence class in a semester," a student's "course credit will be withheld" (*NFA Pilot*, p. 19). Please review the attached letter indicating which class/classes have accumulated 10 or more absences. Credit has been withheld in these classes.

"Students who have course credit withheld because of excessive absences may appeal to the administration for a waiver" (*NFA Pilot*, p. 18). Please note that you are responsible to file an appeal for a waiver of loss of credit. If you have questions, talk to your Attendance Secretary, School Counselor, or House Principal.

AN APPEAL IS NOT AUTOMATIC and AN APPEAL DOES NOT GUARANTEE A WAIVER of LOSS OF CREDIT.

An appeal application is enclosed with this notice. Appeal applications are also available in each house office and at "Attendance Appeals" on your MyNFA>Student Portal Dashboard.

The Attendance Appeal Process (*NFA Pilot*, p. 18) requires that the Appeals Application document the extenuating circumstances that caused excessive absences. To do so, **you must answer all questions on the application with as much information as possible about the extenuating circumstances in each class in which credit has been withheld.** Answer the questions on a separate sheet of paper and attach it to your appeals application. Your parent/guardian should also be involved in this process. Once you have completed the Appeal Application, please sign it along with your parent/ guardian, and submit it to your House Attendance Secretary.

All Appeals Applications for waiver of loss of credit must be submitted **by 2:30 p.m., Wednesday, May 29, 2019**

Neither teachers nor students will attend an appeal hearing. Your School Counselor and your House Principal will be at the hearing, but will not vote on granting a waiver for loss of credit.

Appeal hearings will be scheduled during the week of exams. Your parent/guardian will receive written notification of the appeals committee's decision about granting a waiver of loss of credit.

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