



# Billings Public Schools

## P Grade Appeal Process



Should a student **who is passing a class** go over his/her ten (10) allowed absences in a semester, the student may receive a P grade in each class for which he/she would have otherwise earned a passing grade. If that student wishes to receive the letter grade instead of the P grade, he/she may appeal for the letter grade using this form. Please fill out the form completely and return to the assistant principal's office. If the student misses less than 10 days the following semester he/she will receive the grade of record.

**Student:** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_ **Semester/Year** \_\_\_\_\_

| Per | Course | Teacher | % | Grade | Absences |
|-----|--------|---------|---|-------|----------|
| EM  |        |         |   |       |          |
| 1   |        |         |   |       |          |
| 2   |        |         |   |       |          |
| 3   |        |         |   |       |          |
| 4   |        |         |   |       |          |
| 5   |        |         |   |       |          |
| 6   |        |         |   |       |          |

**Counselor:** \_\_\_\_\_ **Administrator:** \_\_\_\_\_

\_\_\_\_\_  
Student Signature and Date

\_\_\_\_\_  
Parent Signature and Date

Parent Contact: Date: \_\_\_\_\_ Time: \_\_\_\_\_ by: \_\_\_ Letter \_\_\_ Email \_\_\_ Phone

This appeal is  **approved**  **denied** by:

\_\_\_\_\_  
School Administrator Signature and Date