

ATTENDANCE
ATTENDANCE FOR CREDIT/FINAL GRADE

FEC
(REGULATION)

**Petition to Request
Award of Credit or
Final Grade and
Individual Student
Plan for Awarding
Credit/Final Grade**

A student and the student's parent or guardian shall be given written notice from the campus attendance committee no later than 15 days before the end of the semester when a student's attendance in any class drops below 90 percent of the days the class is offered. The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit/final grade. Request for credit/final grade may be initiated by the student or student's parent or guardian at any time, but no later than 30 days after the last day of classes. Campus administrators will offer the student, parent, or guardian award of credit/final grade by completing conditions for awarding credit required by the appropriate attendance committee. A zero will be calculated into the cumulative GPA for any course in which credit/final grade is denied due to attendance. GPA points will be restored when/if conditions for awarding credit/final grade are met.

**Imposing Conditions
for Awarding
Credit/Final Grade**

For absences evaluated by the attendance committee, the committee may impose conditions on the receipt of credit/final grade, such as requiring the student to:

1. Complete additional assignments, as specified by the committee.
2. Complete an assigned research project.
3. Satisfy time-on-task requirements before and/or after school.
4. Attend campus-based tutorial sessions as scheduled.
5. Complete summer school or online course requirements.
6. Attend Saturday classes.
7. Complete individual papers or oral reports.
8. Complete assigned library activities.
9. Complete assigned laboratory activities.
10. Participate in computer-assisted instruction.
11. Participate in peer-tutoring.
12. Demonstrate mastery of District course objectives in a manner determined by the Attendance Committee.
13. Complete an alternative education program.
14. Participate in a school and/or community-based service learning project.
15. Take an examination to earn credit/final grade in accordance with EHDB.

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In all cases, the student must also earn a passing grade in order to receive credit/final grade.

**Attendance Appeal
Process**

LEVEL I

If a student is in attendance less than the required percentage of days and has been notified by the Campus or District that credit/final grade will be denied, the parent or guardian may appeal in writing first to the principal of the school that the student attends. The principal may convene the Campus Attendance Review Committee if necessary. The campus attendance committee is composed of an assistant principal, the student's counselor, and a maximum of three teachers.

LEVEL II

If the parent or guardian is dissatisfied with the decision of the Principal and the Campus Attendance Committee, he or she may appeal in writing to the District Attendance Review Committee that shall be composed of an Assistant Superintendent of Secondary or Elementary Education, as applicable, the Director of Counseling and Guidance, and the Executive Director of Secondary Education (for secondary appeals).

This appeal must be made in writing to the Assistant Superintendent of Education (Elementary or Secondary), who shall provide the student's parent(s) or guardian(s) with written notice of the date, time, and place of the District Attendance Review Committee meeting within five calendar days of the receipt of the appeal request.

The District Attendance Review Committee shall have the authority to uphold, overturn, or alter the decision of the Campus Attendance Review Committee. The recommendation of the District Attendance Review Committee shall be rendered and sent in writing to the parent(s) or guardian(s) within three school days after the review of the appeal.

**Withdrawal for
Nonattendance**

The District may initiate withdrawal of a student for nonattendance under the following conditions:

1. The student has been absent 20 consecutive school days.
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.