



Eugene Ashley High School 2022-23
ATTENDANCE POLICY 4400 REVIEW FORM

This form is intended for: Students who have exceeded eleven (11) unexcused absences in a course(s), therefore not gaining credit for that course(s), and have extenuating circumstances for the Attendance Council to Review. Your attendance records, disciplinary records, and teacher recommendations will be considered in making a decision on your review.

PLEASE PRINT NEATLY.

Student Name: _____ Grade: _____

Phone Number: _____ Email: _____

Block	Courses You Wish to have Reviewed	Teacher Name	Course Grade	Academic Contract in Place?(yes/no)	Number of unexcused absences
1 st					
2 nd					
3 rd					
4 th					

2. Have you previously requested a review of the Attendance Policy ___ Yes ___ No

3. Please explain on the back of this form, the extenuating circumstances you feel should result in a waiver of the NHCS Attendance Policy 4400, which would allow you to receive the grade you have earned in spite of your excessive unexcused absences. Please ensure that your explanation focuses on specific circumstances regarding the student filing requesting this review. Attach this explanation along with all supporting documentation, such as medical notes, legal notes, etc. You only need to include this if the documentation is not already on file in our Attendance Office.

4. Attach a statement from your parent or guardian supporting your appeal request.

5. What is the name of the staff member(s) that we should contact that you have been working with this semester regarding your attendance issues? _____

All sections above MUST be addressed for appeal consideration. **This form and supporting documents must be submitted to Mrs. Hand in Student Services. If you have questions, please contact Amy Hand at amy.hand@nhcs.net or 790-2360, ext. 70467.

