

**Mahwah High School  
Mahwah, NJ 07430**

**Attendance Loss of Credit Appeal Form**

Student \_\_\_\_\_ Grade \_\_\_\_\_ Counselor \_\_\_\_\_

For office use only  
Date Received: \_\_\_\_\_

Please be aware that a loss of credit appeal cannot be considered for any course in which there is a recorded cut (C) in the student's attendance. This completed loss of credit appeal form must be received by the Assistant Principal, no later than 10 school days after receipt of the loss of credit letter. Any notes that can excuse a student's absence (medical, college visit, etc) must be submitted before the appeal is scheduled. If a meeting is required, you will be notified regarding the date and time of the appeal, once the completed form is received.

List the courses where credit was lost:				for office use only:		
COURSE	TEACHER	PERIOD	TYPE OF COURSE: Semester 1, Semester 2 or Year course?	Seniors: Need for Graduation?	Date of LOC letter	Appeal Received within 10 days of LOC letter?

**Please provide an explanation of the "compelling circumstances" that caused you to accrue excessive unexcused absences:**

---



---



---



---



---

**Parent/Guardian:** All documentation, including doctor/ medical notes, has been submitted and there is no information outstanding.

Parent/Guardian Signature \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Telephone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

**Counselor Review:** The counselor and case manager have reviewed and implemented interventions regarding attendance and the Individual Education Plan (IEP) (if applicable).

→Counselor is to attach printout of attendance conferences held with student/parent.

→Counselor is to use the above column to indicate if this course is required for a senior's graduation.

Date \_\_\_\_\_ Counselor's signature \_\_\_\_\_ Case Manager's signature \_\_\_\_\_

**Medical Documentation :** The nurse has reviewed all medically related absences.

Comments:

Nurse's signature \_\_\_\_\_

Date \_\_\_\_\_