



Attendance Appeals Form

Tenaflly High School believes that prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational experiences essential to learning and may result in loss of credit, removal from a course that would count toward the high school diploma, or retention in accordance with Board Policies.

Extenuating circumstances resulting in student absences are handled through the Attendance Review Committee. The Attendance Review Committee is chaired by the Vice Principal and includes additional school administrators, Student Support Leaders, school counselors, case managers, the school nurse and teacher representatives.

The Tenaflly High School appeals process provides students an opportunity to clearly articulate unique circumstances by explaining that absences were UNAVOIDABLE.

This request for an appeal must include the following:

- This completed Appeals Form
- A letter explaining the extenuating circumstances. Be as specific and thorough as possible.
- Any evidence supporting your circumstances including, but not limited to: letters, doctor's statements, invoices, travel documentations, etc..

Upon review of this request, the Vice Principal will determine whether or not a hearing will be granted and the student will be notified via email.

The Attendance Review Committee shall make a recommendation to the Principal regarding the outcome of the appeal. The Principal will make a final determination to support or reject the recommendation and inform the student and/or parent of the decision. The student or parent may appeal the final decision of the Principal, to the Superintendent, Board of Education and Commissioner of Education in accordance with Policy 5710, Pupil Grievance and N.S.S.A.18A.

Student Name: _____ Grade: _____

Counselor: _____

Parent Name: _____

Parent Phone: _____ Parent Email: _____

Date form completed: _____

☐ Please complete the following information:

PERIOD	COURSE	TEACHER	DATE OF LOSS OF CREDIT	CURRENT GRADE	# OF ABSENCES	# OF TARDIES

Include:

- ☐ Attach a letter explaining your extenuating circumstances. Be as specific and thorough as possible.
- ☐ Any evidence supporting your circumstances including, but not limited to: letters, doctor's statements, invoices, or travel documentations

Parent Name & Signature

Date

Student Signature

Date

Cc: Attendance Office
Guidance Office