

SANTA FE HIGH SCHOOL
SFHS PETITION FOR COURSE CREDIT APPEAL PROCESS AND FORM
FALL SEMESTER (AUGUST – DECEMBER 2023)

A SFHS Petition for Course Credit Appeal is a formal request brought by a student and the student's legal guardian to challenge the denial of course credit based on the student's lack of attendance

An appeal will be considered if there is evidence of one or more conditions that have adversely affected the student's ability to attend school. An appeal will not be considered without documentation explaining the extenuating circumstance(s) that prohibited the student from attending school.

Texas Education Code 25.092 and SFISD Board Policy FEC (LOCAL) allows for attendance committees to hear petitions for class credit of students whose attendance has dropped below 75% of the days the class is offered (25 or more absences in one or more class periods for Fall 2021), along with those whose attendance was between 90% and 75% in one or more classes but did not make up the required hours. If the student fails to successfully complete the make-up time assigned, or when a student's attendance drops below 75% of the days the class is offered, the student, parent, or representative may request an award of credit or final grade by submitting a written petition to the appropriate attendance committee. The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade.

The appeal process has two steps:

- 1) The student and the student's legal guardian will complete the appeal form. Forms that are not complete and do not have a signature will not be accepted. **THE FORM WILL BE TURNED IN NO LATER THAN DECEMBER 15 AT 3:00 P.M. TO SANTA FE HIGH SCHOOL.** A signed and scanned document may also be sent to the high school Attendance Data Specialist, Susan "Renee" Bickerstaff: susan.bickerstaff@sfisd.org
- 2) The Credit Denial Appeals Committee will set a date for a hearing. The committee will conduct the appeal hearing, consider all evidence presented, and make a decision. The committee can either uphold or overturn the denial of credit to one or more courses based on the student's lack of attendance.

Date:
Student's Full (Legal) Name:
Legal Guardian Name(s):
Legal Guardian Phone Number(s):
Legal Guardian Email(s):

PLEASE ANSWER THE FOLLOWING QUESTIONS BY CHECKING THE APPROPRIATE ANSWER:

- 1) Have you turned in all documentation related to your student's absences? Y ___ N ___
*If you have not turned in documentation, please note that valid excuses (i.e., medical documentation, court orders, or mental health/physician appointments) are highly considered when accepting appeal requests.
- 2) Did your student attend all make-up hour opportunities provided to attempt to regain course credit hours?
Y ___ N ___ *Medical documentation may exempt students from make-up time. Contact your counselor, AP, or the Attendance Improvement Specialist, Erin Withers, for more information.
- 3) If you had concerns regarding your student's academic progress and attendance, did you contact your student's teacher(s), counselor(s), assistant principal, or one of our attendance specialists at the high school?
Y ___ N ___

CONTINUED →

Date(s) and method of contact with those personnel mentioned above:

Explanation for Appeal

[illegible]

Signature of Student: _____ Date: _____

Signature of Guardian(s): _____ **Date:** _____

Resolution (to be completed by the Credit Denial Appeals Committee)

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