

DENIAL OF CREDIT POLICY

Teachers will notify the student's Assistant Principal of his/her absences with an Alert form. The student and the student's parent/guardian *must* be contacted *before* giving the Alert form to the Assistant Principal. It is the classroom teacher's responsibility to fill out the blue alert form.

When a student reaches the appropriate absences (listed below) a letter will be generated with copies going to the student's parent, teacher, guidance counselor and Records Department.

The parent then has 10 days to appeal the denial of credit to the grade level AP with doctor documentation. If this occurs, the denial is reversed. You will be notified with an updated letter. Please make sure to change the student's grade if you receive an update.

When grading, teachers must enter NCA on the student's report card if he/she is denied credit or CRD if the student is denied summer school. The NCA must be put in for each quarter the student is denied credit and in the final grade column, (Y1).

1. SEMESTER COURSE

- Teacher notifies parent/guardian and student. **(6-10 days)**
- Alert form to student's Assistant Principal. **(10 days)**
- Denial of credit. **(14 days)**
- Denial of summer school. **(18 days)**

2. FULL YEAR COURSE

- Teacher notifies parent/guardian and student. **(15-24 days)**
- Alert form to student's Assistant Principal. **(24 days)**
- Denial of credit. **(28 days)**
- Denial of summer school. **(35 days)**

3. SCIENCE COURSE

- Teacher notifies parent/guardian and student. **(18-30 days)**
- Alert form to student's Assistant Principal. **(30 days)**
- Denial of credit. **(41 days)**
- Denial of summer school. **(50 days)**

4. COSMETOLOGY

1ST YEAR

- Teacher notifies parent/guardian and student. **(45-60 days)**
- Alert form to student's Assistant Principal. **(60 days)**
- Denial of credit. **(84 days)**

2ND YEAR

- Teacher notifies parent/guardian and student. **(60-80 days)**
- Alert form to student's Assistant Principal. **(80 days)**
- Denial of credit. **(112 days)**