

### **Attendance/Credit Appeal**

If students in 9th – 11th grade have accumulated more than 10 absences (excused or unexcused) by the end of each semester in any class, he or she must appeal to receive credit. Attendance appeals are available on the MHS and DSHS website and in the attendance office. The report card will list N/C (No Credit) for the classes where the absences do not meet the seat time requirements. Please follow the directions attached to the Attendance/Credit Appeal form and return the form and required document to the Attendance Office within five (5) working days of the postmarked date.

If students in 12th grade (seniors) have accumulated more than 10 absences (excused or unexcused) each semester, it will jeopardize their status for graduation. First semester appeals must follow the process for 9th – 11th grade students above. Second semester appeals will be considered 1-2 weeks prior to graduation. A denial of credit for either 1st or 2nd semester will result in loss of credit and/or graduation.

Attendance appeals will *only* be considered with **documentation** for the following reasons:

- Death in the family
- Hospitalization(s)
- Chronic health conditions (*documentation must be file*)
- Individualized Health Plan in the Health Office
- Homelessness
- Illness
- Legal appointments

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### **Ten Consecutive Absences**

After 10 days of consecutive unexcused absences, the student will be withdrawn from school.

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### **Student Check-In**

If a student is late to school, a parent/guardian must accompany them into the front office to sign them in, regardless of the period.

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### **Student Checkout for Scheduled Appointments**

A parent or guardian is expected to call the attendance office to grant permission for a student to be released from class early. In order for a student to leave campus during the school day, the student must obtain a release pass from the attendance office prior to leaving. To receive this pass, a parent must send a written excuse or call the attendance office before the student's first class that morning. The student will present the pass to the teacher and report to the attendance office to sign out. All students must leave campus through the front office. Any student leaving campus without a pass is subject to disciplinary action. Students will not be allowed to be checked out during any safety drills.

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### **Pre Approved Requests/Special Circumstances**

In certain circumstances when it is necessary for a student to be absent for an extended amount of time, notification should be made at least 10 days prior to the absence. Filing a request does not guarantee approval. The following criteria will be considered:

- **Grade** – must have a passing grade in each class
- **Attendance** – amount prior to absence/tardy
- **Behavior** – prior referrals, disciplinary actions, etc.
- Students must collect all class work prior to the absences and complete all work by a predetermined date

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### **Change of Address or Telephone Number**

It is imperative that parents and guardians notify the respective school to the appropriate person of any change of address or telephone number, in case of emergency. Changes to information will not be accepted by phone notification. Please request a copy of the student profile from the office to make the appropriate changes.