



Dade County High School

300 Tradition Ln., Trenton, Georgia 30752
Phone: (706) 657-7517 Fax: (706) 657-4854



Student: _____ Grade: _____ Date: _____

If you are receiving this letter it is because you have reached the limit of 10 or more unexcused absences this semester. According to our attendance policy, any student who earns ten or more unexcused absences will not receive course credit unless their seat time is made up. It should also be noted that four (4) unexcused tardies equals one (1) unexcused absence.

It is the full responsibility of parent(s)/guardian(s) and students to be aware of the student's full attendance record during the school year, in each of his/her classes, using Infinite Campus.

Students who earn 10 or more unexcused absences for a class (10 or more unexcused absences will mean no credit for the course) will have the right to appeal to the Attendance Committee. All appeals must be in writing by a parent/guardian and submitted to the Principal by December 2nd, giving the date(s) absent and the rationale. Documents upon which the appeal is being made should accompany the appeal.

Special Note: The attendance committee will consist of the Principal and/or Assistant Principal of Discipline, his/her Guidance Counselor, our Graduation Coach and the Alternative School teacher.

The attendance appeal packet **MUST** contain the following items:

1. Written or typed letter of appeal from parent/guardian containing specific date(s) of absences, rationale, and supporting documents.
2. Attendance Appeal Worksheet (reverse side) must be completed in full.

***The decision of the Attendance Appeals Committee will be made known in writing within ten (10) days of hearing the appeal.**

The student must present this worksheet to each teacher and their guidance counselor for input.

Have each of your subject teachers sign below:

| | 1st Block | 2nd Block | 3rd Block | 4th Block |
|---------|-----------|-----------|-----------|-----------|
| Teacher | | | | |
| Subject | | | | |

| | Current Grade | Unexcused Absences | Total Absences | Tardies |
|-----------|---------------|--------------------|----------------|---------|
| 1st Block | | | | |
| 2nd Block | | | | |
| 3rd Block | | | | |
| 4th Block | | | | |