



NO CREDIT APPEAL FOR ATTENDANCE

According to the Student Handbook, a student will not receive credit for a course if he/she accumulates more than eight (8) absences in any class during the semester. If a student exceeds this limit, a grade of No Credit (NC) will be assigned in place of a letter grade. A student who believes his/her absences were due to extenuating circumstances has the opportunity to submit an attendance appeal. An Appeals Committee will evaluate the submitted appeal to determine its merits. The decision of the committee will be final.

If you feel that your situation warrants an attendance appeal, the process below outlines the steps necessary to be considered for credit.

- 1) Complete the **No Credit Appeal for Attendance Form** (attached) and attach a printed copy of your attendance data from Parent Portal.
- 2) A formal letter must be written to the Appeals Committee explaining the extenuating circumstances which you feel justify your appeal. Be as specific and thorough as possible. Please include contact information, such as email address or cell phone number, to facilitate a timely response to your appeal.
- 3) Any evidence supporting your extenuating circumstances, including but not limited to letters and doctor's statements, should be included in your appeal submission.
- 4) Your attendance appeal, including all of the items listed above, should be submitted to the school's main office within five (5) days before the end of the current semester. All attendance appeals should be completed in paper format. No electronic submissions will be accepted.

The Appeals Committee, consisting of principals, teachers, and counselors will meet following the semester deadline to begin reviewing those submissions meeting the criteria outlined above. Should the committee have questions, a panel interview may be requested. All decisions made by the committee will be final and may NOT be appealed. Attendance appeal decisions will be communicated to students as quickly as possible.



NO CREDIT APPEAL FOR ATTENDANCE FORM

Student Name: _____

Grade: 7 8

CHECKLIST:

- Written letter explaining the nature of the extenuating circumstances
- Contact information (phone or email or home address)
- Printed student attendance from Parent Portal
- Supporting evidence

In some cases, students may have spoken with counselors, teachers, or principals earlier in the semester to seek assistance working through attendance issues that may have contributed to the No CREDIT situation. In those instances, the committee would like to know the name(s) of individuals on staff who may be able to advocate for the student given their circumstances. Please list the name(s) of faculty members who are familiar with the situation and may advocate on your behalf.

Faculty Advocate:

Please complete the information requested below for any class period that you have more than 8 absences:

Hour	Teacher	Course	Final Grade	# Absences	# Tardies
1					
2					
3					
4					
5					
6					
7					
8					