

# 2024-2025 DHS - Attendance Waiver Request Form

**THE FORM MUST BE COMPLETED AND TURNED IN TO THE GUIDANCE OFFICE ON OR BEFORE January 10, 2025. NO LATE REQUEST FORMS WILL BE ACCEPTED.**

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_  
Name of Parent/Guardian: \_\_\_\_\_ 504 Plan: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone # (Where parent can be reached between 8:00 am and 3:00 pm):  
Home Phone #: \_\_\_\_\_ Parent Cell #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

According to the Onslow County Board of Education Policy 4400, for a student to receive credit for a course, he/she must not be absent for more than ten (10) days per class period per semester. Accumulated absences over ten (10) days per class period per semester with extenuating circumstances must be documented by medical and/or legal paperwork and be submitted to the Principal or their designee.

This form is simply a request for the Principal or their designee to review absences that have accumulated over the 10 days allowed per OCS policy. **If your student is served under a 504 plan, medical documentation and a request to review absences is still necessary. A 504 plan does not automatically waive student absences. A completed request to review absences does NOT mean that absences will be automatically waived. See the back of this form for additional information.**

**In order to have absences reviewed for credit under this policy, a student must complete this form and provide written documentation. It is important to understand that this form is only good for the accumulated absences of more than ten (10).** Teachers will be notified if a student has met the requirements as determined by extenuating circumstances to receive credit for the respective class.

**The following must also be completed**

<u>Period</u>	<u># of Absences</u>	<u>Teacher's Last Name</u>	<u>Class</u>
1 <sup>st</sup>	_____	_____	_____
2 <sup>nd</sup>	_____	_____	_____
3 <sup>rd</sup>	_____	_____	_____
4 <sup>th</sup>	_____	_____	_____

Medical documentation/notes have already been submitted to the front office **(YES / NO)**

Medical documentation/notes are attached to this form. **(YES / NO)**

Briefly explain (in narrative format on a separate sheet and attach) any extenuating circumstances that you feel should be taken into consideration by the attendance committee. Please include reasons your student exceeded the 10-day absence limit.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ (TO BE COMPLETED BY GUIDANCE OR OFFICE STAFF ONLY)

Approved: YES \_\_\_\_\_ NO \_\_\_\_\_ Signature: \_\_\_\_\_

Notes:

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## Important Information Regarding Attendance Waivers

Attendance waivers are only granted in EXTENUATING circumstances. Although an absence is excused, it may not qualify to be waived. Waivers are for students who have 11 or more absences and can provide the appropriate documentation.

### **Absences that may be waived (these are examples and not all inclusive):**

- Death in the immediate family: Parent, Grandparents, Guardian, Sibling
- Hospitalization
- Court
- Other situations deemed to be truly extenuating by the Attendance Committee.

### **The following are absences that are excused absences but are not automatically waivable:**

- Routine Doctor/Dental/Medical Appointments
- General Illness

An attendance waiver does not erase an absence from a student's record. The waiver prevents a student from failing the course if he/she has missed over 10 days. A waiver cannot exempt a student from taking exams. An attendance waiver in no way applies to a student's academic work. Please note that students are responsible for making up all academic work from any absence within the time limit set by the teacher. **An attendance waiver will not override the student's academic grade. If a student has a failing grade in a class, they have failed the class regardless of their attendance.**

Before the waiver is considered, Administration will look at the number of absences and tardies accumulated by the student in their current classes and review the student's previous attendance history.

**Waivers will not be considered for the students with fewer than 10 absences.**

**WAIVERS MUST HAVE PROPER DOCUMENTATION ATTACHED.**