



NO CREDIT APPEAL FOR ATTENDANCE

According to the MHS Student Handbook “A student will not receive credit for a course if he/she has in excess of eight (8) absences in any course in which a student is enrolled during the semester if a student exceeds eight (8) absences. The following language provides students an opportunity to present extenuating circumstances through an attendance appeal process. An Appeals Committee will review the merits of the appeal, as well as any attempts by a student to recover attendance hours through Saturday School or other interventions provided by the school, prior to submitting a final decision. The decision of the committee is final.

The language above was created with the intent of providing students and parents an opportunity to clearly articulate unique circumstances and to provide evidence that the student’s excessive absences were unavoidable. Other policies and procedures in the student handbook clearly outline the steps needed to maintain accurate and timely attendance records. If for any reason, 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, in order 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 MHS Attendance Office (B118) before the semester deadline of **December 12th, 2025**. All attendance appeals should be completed in paper format. No electronic submissions will be accepted.

The Appeals Committee, consisting of principals 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: 9 ☐ 10 ☐ 11 ☐ 12 ☐

CHECKLIST:

- ☐ Attended ARC Timel: # of hours _____
- ☐ Written letter explaining the nature of the extenuating circumstance
- ☐ 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 that are familiar with the situation that may advocate on your behalf:

Faculty Advocate: _____

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

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

*Upon being informed of the decision regarding the appeal, it will be extremely important for the students to communicate with their counselor to adjust their schedule based on needs for credit recovery or credits needed for graduation. This will be incumbent on the student.