



EWING HIGH SCHOOL

ATTENDANCE APPEAL WORKSHEET

STUDENT: _____ GRADE: _____ DATE: _____

In order qualify for the attendance appeal process, you must be passing the course(s) but losing credit due to excessive absences only. There will be an appeal for **unusual circumstances** only,

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 the Genesis System.

Students who exceed the limit of 8 absences for a class (over 8 absences will mean no credit for the course) will have the right to appeal to the Assistant Principal of Attendance. All appeals must be in writing by a parent/guardian and submitted to the school vice-principal within 10 school/work days of the excessive absence limit, giving the date(s) absent and the rationale. Documents upon which the appeal is being made should accompany the appeal.

SPECIAL NOTE: All attendance appeals must be initiated within ten (10) school/work days of exceeding the absence limit or the appeal will not be heard. There are no exceptions.

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

Have each of your subject teachers sign below:

	Block I	Block II	Block III	Block IV
Teacher				
Subject				

	Passing Course	Failing Course	Class Absences <small>(excluding cuts and lates)</small>	# times Tardy to Class 15 minutes or less	# times Late to Class 15 minutes or more
Block I					
Block II					
Block III					
Block IV					