

Date Received _____

Initials of Recipient _____

EXCESSIVE ABSENCE APPEAL FORM

UNEXCUSED ABSENCES CANNOT BE APPEALED

Appeal Process: The Director of Secondary Instruction may grant an appeal for excessive absences based on: prolonged illness, hospitalization, doctor visits/directed bed rest, severe injury, and bereavement. All absences considered under the appeal process must be supported by medical or supporting documentation.

RETURN COMPLETED FORM WITH DOCUMENTATION TO THE SCHOOL OFFICE.

Appeal forms submitted without documentation will be returned without action.
Appeal must be received two weeks prior to final assessments. Each school will forward the appeal forms and the documentation to the Director of Secondary Instruction.

Student Name: _____ Parent Name: _____ Grade: _____

Home School: _____ Home Phone: _____ Work Phone: _____

Justification for the Excessive Absences: (be specific with dates and times that match supporting documentation)

Dates appealing: _____

The student is responsible for contacting the teacher to make up any missed assignments. If missed assignments and/or times are not made up the student may earn a grade of "F." A granted appeal does not guarantee a passing grade.

Parent Signature: _____ Printed Name: _____

Principal Signature: _____

----- SCHOOL USE ONLY BELOW LINE -----

Appeal Decision

- Appeal Denied Appeal Granted for all dates submitted
 Returned without action Appeal granted for these dates only: _____

Comments: _____

Signature: _____

Date: _____

James Soltis, Director of Secondary Instruction