

APPEAL OF ATTENDANCE RECORDING

Name: _____ ID _____ Grade _____

Part I. Unexcused absence dates

A commitment to school attendance is an essential component of a quality learning experience and regular attendance and engagement are required in order to demonstrate mastery of the material.

Part II. Parent/Guardian: Please attach all related documentation when applicable. (doctor/medical notes, etc.)

		Attendance Secretary
DATES	REASON	LAWFUL /UNLAWFUL

Parent/Guardian signature: _____ Contact Number(s): _____

Student signature: _____ Date: _____

Attendance Secretary Signature: _____ Date: _____

Part III. Administrator Decision:

_____ Appeal Granted _____ Appeal Denied (refer to Counselor for Attendance Intervention Plan)

Signature: _____ Date: _____