

ADMINISTRATIVE PROCEDURE 1002.0 – ATTENDANCE

Secondary (7-12) Attendance Procedures:

Loss of Credit Appeal: Each secondary school shall establish an LCA Appeal Committee consisting of three (3) to five (5) counselors and administrators. A parent/guardian/student may appeal assignment of an LCA grade to the school LCA Appeal Committee. LCA appeals must be filed within 10 days after the end of the trimester. With administrator approval, LCA appeals may be considered beyond the 10-day window. In all cases, LCA appeals must be completed by the end of the school year in which the LCA is earned.

The LCA Appeal Committee is authorized to take the following actions:

- a. Deny the credit
- b. Grant the credit
 - If the LCA Committee denies credit, the LCA will be recorded as an F on the transcript.
 - If the LCA Committee grants the credit, the LCA will be replaced by a credit bearing grade on the transcript.
 - If the student does NOT file an appeal of the LCA, the LCA will be recorded as an F on the transcript.
 - For the duration of the 2020-21 school year LCA's will only apply to unverified absences.
 - School registrars/counseling secretary will provide written notice to students and their parents prior to the end of the trimester notifying them of the LCA and the process required to appeal the LCA.

Appeal decisions shall be communicated by letter with a copy placed in the student's cumulative file.

Procedure History: Adopted: 8/12/2008 Revised: 8/28/2012
9/09/2011
11/18/2020
12/09/2020