

## Phillip O. Berry Academy of Technology Attendance Appeal Process

Regular attendance is necessary for success as well as required by law. Students who have been absent more than ten (10) times during a year (A/B day) and/or semester 4x4 classes, exclusive of doctor certified illness, suspension, approved school activity, certified court appearance, recognized religious observance, college visits approved in advance by the principal (2), and death in immediate family, shall receive a grade of F for that grading period based on CMS Regulation JHBB-R. All excused and unexcused illnesses must be made up. Each appeal will be addressed individually.

Individual teachers provide student recovery opportunities. Students, who are in jeopardy of failing a course as a result of attendance, must complete an attendance appeal form.

**If a student does not turn in a form and they are in need of an appeal they will automatically receive an F.**

**All sections must be completed on this form. Students must complete one for each class.**

### **Section 1**

#### **1A: To be completed by the student**

*The student must designate the course(s) that are in jeopardy based on the courses listed on the Attendance Summary Form and any additional absences that have occurred up to the date that the form is due.*

#### **1B: To be completed by the student and parent**

*Students and parents must provide a detailed explanation for the excessive absences. In addition, all supporting documentation (i.e. doctor's notes, educational absences, etc.) must be attached to the Attendance Appeal Form. A parent or guardian must sign the form in the designated area and include a daytime phone number where they can be reached. If you have turned information into the attendance secretary (Ms. Reese) it is your responsibility to obtain copies and attach it to the attendance appeal.*

### **Section 2 will be completed by the Attendance Appeals Committee and Administration.**

*Students and parents will be notified of the outcome via phone. Teachers will be notified of the final outcome so that the appropriate grade can be issued.*

<b>Date</b>	<b>Action</b>
December 8, 2014	<ul style="list-style-type: none"><li>• 1<sup>st</sup> distribution will happen through classroom teachers.</li><li>• The list will be checked weekly and the attendance secretary will distribute the form until January 9, 2015.</li></ul>
Until January 9, 2015	<ul style="list-style-type: none"><li>• Individual Recovery – According to teacher schedule</li><li>• Students complete the form and obtain their parent/guardian's signature</li><li>• The student is responsible for turning the form to the original teacher that distributed the form (<b>place it in your teacher's hand</b>)</li><li>• Teachers will turn all forms into the Ms. Reese or Ms. Alexander</li></ul>
January 14, 2015	The Appeal Committee will make appeals determinations.
January 16, 2015	Student will be notified of the Attendance Appeal decision.

**If you have any questions or concerns involving this process please see Ms. Reese ([tawanda.reese@cms.k12.nc.us](mailto:tawanda.reese@cms.k12.nc.us)) in the front office.**

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Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Academy: \_\_\_\_\_

Section 1: This section is to be completed by the designated individual.

1A. To be completed by the student		
Period	Course	Teacher

### 1B. This section is to be completed by student and parent

Please explain in detail the reason(s) for your excessive absences. Please attach any supporting documentation (i.e. doctors notes, educational absences, etc.)

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Parent's Signature: \_\_\_\_\_ Daytime Contact #: \_\_\_\_\_

Section 2: This section will be completed by the Attendance Appeals Committee and the Administration.

<input type="checkbox"/> Appeal Granted: Student will receive the grade they earned for the course
<input type="checkbox"/> Appeal Denied: Student will receive an "F" for the course <b>(see rationale below)</b>  Reason:

Administrative Signature: \_\_\_\_\_ Date: \_\_\_\_\_