

Harding University High School Attendance Appeal Form

Student Name: _____ Student ID Number: _____

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

A. To be completed by the student			B. To be completed by the teacher				C. To be completed by the Attendance Appeals Committee		
Period	Course	Teacher	Total # of Class Absences	Total # of Classes Recovered	Passing Class Y/N	Teacher Signature	Extended Day	Total # of recovered classes	Total # of un-recovered classes

Section 2: This section is to be completed by the parent and student.

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

Parent Signature: _____ Daytime Contact Phone Number: _____

Section 3: This section is to be completed by the Attendance Appeals Committee and the Principal.

<input type="checkbox"/> Appeal Granted: Student will receive the grade they earned for the following courses:	<input type="checkbox"/> Appeal Denied: Student will receive an "F" for the year grade in the following courses:	
<ul style="list-style-type: none"> • _____ • _____ • _____ • _____ 	<ul style="list-style-type: none"> • _____ • _____ • _____ • _____ 	<ul style="list-style-type: none"> • Reason _____ • Reason _____ • Reason _____ • Reason _____

Committee Recommendation: Approve/Disapprove

Committee Initials _____ **Date:** _____

Principal Signature: _____

Date: _____

Attach Recovery Sheets to the form for each class

