

## Attendance Recovery and Appeal Process

This information is provided to assist West Charlotte parents/guardians and students in understanding procedures and policy in regards to attendance and class credit.

Per CMS policy (Parent – Student Handbook, p 12), students cannot exceed more than 10 days absent for any reason, in any semester class (90 days) in order to receive class credit; the only exception is principal approved absence. If a student exceeds 10 absences, he/she will receive an “F” grade unless they complete attendance recovery or have an approved appeal. Students will have the opportunity to recover time exceeded by staying after school, on Saturdays, or any other time approved by school administration. **\*\*Students may not submit work or work packets in lieu of making up the time\*\***

All recovery time will be documented and signed off by a supervising teacher. The West Charlotte Recovery Log will be used to document all recovery. Once all recovery is completed, the supervising teacher will turn in the Recovery Log to the Attendance Office. Teachers are asked to be accurate in documenting recovery time; this information may be audited for accuracy.

If a student fails to complete all recovery time and can pass the course, the Appeal process will determine if the student can still receive class credit. The student will turn in a completed Appeal form and provide pertinent documentation to support any special or extenuating circumstances for excessive absences.

The West Charlotte Attendance Appeal committee (admin, counselors, and teachers) will meet to make decisions for students appealing their attendance. Any appeals that are denied will go directly to the principal for a final decision.

Appeal forms will be emailed out to all teachers before the end of each semester. Teachers will then print out what they need for identified students (those who can pass the class, but wil not complete all recovery).

Students must adhere to all deadlines and fill out the Appeal Form completely in order to be considered. There may be special circumstances where recovery will not be needed. Please contact your counselor or Mr. Felder if you have any questions, please call 980.343.6060.