

SJSD Attendance Review Committee Appeal Form

A student shall be allowed no more than eight (8) absences per semester in any one class (this includes partial absences). Any absence from a class (including partial absences) will count toward the eight (8) absence maximum and will be noted on attendance updates. On the ninth (9) absence in any one class, the student will not earn credit for that class.

Student Name _____ Grade _____

Student ID# _____ School _____

Address _____

Parent/Guardian Name _____ Phone Number _____

YTD Attendance % _____ Assigned Counselor _____

APPEAL PROCESS & REQUEST FOR WAIVER

If the student or parent feels that justifiable or extraordinary circumstances have contributed to not meeting the attendance expectation, the student and parent may appeal to the Attendance Review Committee at their assigned secondary school. **If a request for appeal form is not completed and filed with the principal within five business days from the end of the semester, the decision to not award credit will stand.** Second semester Seniors need to complete the form prior to the last week of school.

The request for a waiver should include documentation of illness, funeral or family emergency from a medical doctor, dentist, minister or other official source. The student and his or her parents may present evidence that the student has missed fewer absences than the district's records show or that an absence should have been exempted. The review by the Attendance Review Committee shall be held within a reasonable time following the end of the semester.

The Attendance Review Committee will consider the reasons for all of the student's absences. The committee will consider all relevant information including whether the appeal form was returned to the building principal within five business days from the end of the semester and if the student has supplied reasons for each absence with appropriate documentation. Appeals must be heard and a decision rendered before a student may participate in graduation exercises. The outcome from the Attendance Review Committee will be communicated to the parents by written communication.

POSSIBLE OUTCOMES FROM ATTENDANCE REVIEW APPEAL

1. Credit not awarded.
2. Credit is awarded.
3. Student is placed on probation for the next semester, with credit held pending satisfactory attendance during the probationary period.

For Office Use Only:

Committee Decision _____ Outcome 1 _____ Outcome 2 _____ Outcome 3 _____

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REQUEST FOR WAIVER (Please include requested documentation - See page 1)

List courses appealing for credit:

Course: _____ Semester Absences: _____

Course: _____ Semester Absences: _____

Course: _____ Semester Absences: _____

Course: _____ Semester Absences: _____

Course: _____ Semester Absences: _____

Course: _____ Semester Absences: _____

Course: _____ Semester Absences: _____

Complete the following:

Date of Absence: _____ Reason for Absence: _____

Date of Absence: _____ Reason for Absence: _____

Date of Absence: _____ Reason for Absence: _____

Date of Absence: _____ Reason for Absence: _____

Date of Absence: _____ Reason for Absence: _____

Student Signature

Parent/Guardian Signature

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Student Signature

Parent/Guardian Signature