

Appeal of Attendance Recording

Student Name: _____

Grade: _____

Part I. Student/Parent Appeal of the following dates:

Unexcused Absence Dates	Reason for Absence	Note Provided Y/N	Approved/Denied

A commitment to school attendance is an essential component of a quality learning experience and regular attendance and engagement are required in order to demonstrate mastery of the material. Please state your commitment to attend regularly and engage in all classroom instruction. Be specific- how will you work to improve your attendance and master the material presented.

Part II. Parent/Guardian: Please attach all related documentation when applicable. (court/medical notes, etc.)

Parent/Guardian Signature: _____ Contact Number(s): _____

Student Signature: _____ Date: _____

Part III. Attendance Secretary Review: Unlawful Absences

Please check:

_____ Appeal Recommended (unlawful absences meet SSD attendance guidelines and records have been updated)

_____ Appeal Not Recommended (absences are deemed unlawful) refer to counselor for Attendance Intervention Plan

Part IV. Counselor Review: Review Attendance Intervention Plan Form and Requirements

Please Check:

_____ Attendance Intervention Plan Form Completed

_____ Other Circumstances Apply

Counselor Signature: _____ Date: _____

Part V. Administrative Decision:

_____ Appeal Granted _____ Appeal Denied

Signature: _____ Date: _____