



# Raymore-Peculiar A+ Appeal for Attendance Waiver



Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_

This request is to appeal the school absence(s) for the following: (please check)

**SEMESTER:** ☐ Fall ☐ Spring **SCHOOL YEAR:** \_\_\_\_\_

**Appeal will be:** ☐ In person ☐ In writing

In the space below, please indicate the date(s) of the absence(s) and the reason for the request to be reviewed. If additional space is needed, please attach another sheet of paper.

Date of Absence	Reason for Absence
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

<i>For Office Use Only</i>
Attendance Committee Initials/date
_____
_____
Total Hours Waived:
_____

Form revised 09/04/19

Please attach the required documentation to your appeal.\*

## Attendance Requirement

To be eligible for the A+ School Incentive, a student must have a 95% cumulative attendance record over 4 years **Students are expected to attend school regularly and to be on time for classes.** Therefore, the student will acquire the habits of punctuality, self-discipline and responsibility. A student who does not meet the 95% attendance requirement **will not** be eligible for the A+ Financial Incentive.

The following attendance guidelines are required of all A+ students:

- **All absences count against the 95% attendance calculation for A+ students. The only exceptions are school sponsored field trips, school activities and properly documented college visits.**
- You must be a full-time student at an A+ designated High School for two (2) years prior to graduation.
- A cumulative attendance record will be kept from the beginning of the A+ student's freshman year until graduation.
- Attendance will be calculated on hours missed not days missed.
- The official record of attendance is kept in the high school attendance office. Students attending an offsite program will have their attendance reported to the high school attendance office.
- Each semester, the A+ office will provide parents, guardians and students information that includes the student's attendance record.
- ***A+ attendance guidelines differ from the regular school attendance rules. A doctor's note for an excused absence does not qualify a student for an A+ attendance waiver. A+ attendance waivers from the appeals process are for serious, long-term absences, not the average cold or illness.***
- ***Please note that the attendance percentage that can be viewed on the parent portal is not be the actual A+ attendance percentage. The official A+ attendance will be on the letter mailed or emailed home at the end of every semester from the A+ office.***

## Attendance Appeal Process

After notification from the A+ end of semester status letter, students/parents should contact the A+ Coordinator to discuss any need for an attendance appeal and the proper procedures and timelines to follow.

Anyone making an appeal should use the A+ Attendance Appeal Form available from the A+ Coordinator.

The A+ Coordinator will convene the Attendance Review Committee within that month of receiving notice of an appeal.

An Attendance Review Committee will be composed of a counselor, a principal, and two or three teachers. The committee will rotate members regularly and meet at least twice a year or as necessary.

The A+ coordinator will act as facilitator and a non-voting member of the Review Committee. After the Attendance Review Committee reaches a decision, the A+ coordinator will notify the parents by letter. The decisions of the Review Committee will be considered final.

## **Attendance Appeal Guidelines**

\*Anyone submitting an appeal for an A+ waiver of days missed shall provide the A+ Coordinator with the following official documentation:

<b><u>Reason for Absence</u></b>	<b><u>Documentation</u></b>
Hospitalization/Surgery	Letter signed by the doctor
Chronic health problems*	Letter from doctor or other health provider
Court dates	Court letter
Funerals	Obituary
Exchange student	Documentation from agency
Catastrophic illness (long term)	Doctor's letter

**Appeals must include all the proper documentation.**

\*Chronic conditions **must** be verified by the school nurse and physician with a *signed letter from the physician on original letterhead*. Some chronic conditions do not require that a student miss school.

"Return to school" notes are **not** acceptable documentation for an A+ attendance appeal.

No student will receive an appeal if absences are due to any of the following:

- Truancy / Skipping classes/school
- Suspension from school for any reason
- Personal / family vacation
- Transportation problems (unless on a late school bus)

Any time a student is absent from school, it is the parent's responsibility to document the reason for the absence. This documentation is retained in the attendance office. Any request for an appeal is above and beyond that documentation, but, documentation on file may be used to further substantiate absences.