



## **LOSS OF CREDIT APPEAL FOR ATTENDANCE**

According to the MHS Student Handbook, "A student will not receive credit for a course if he/she has an excess of seven (7) absences in any course in which a student is enrolled during the semester...if a student exceeds seven (7) absences per class, a No Credit (NC) will be posted in place of a letter grade." In addition, the following language provides students the opportunity to present extenuating circumstances through an appeal process. An appeals committee will review the merits of the appeal and submit a final decision. The decision of the committee is final.

The language above was created with the intent of providing students and parents an opportunity to articulate unique circumstances by providing evidence that would suggest the absences leading to a NO CREDIT situation were unavoidable. Please note the district is enforcing this policy to meet state requirements for attendance.

If for any reason, you feel that your situation should be considered as extenuating and your reasoning, explanation, and evidence suggests that absences were unavoidable, the appeal process below outlines the steps necessary to be considered for credit.

- A. A formal letter must be written to the review committee explaining the extenuating circumstances. Be specific and as thorough as possible. Contact information such as email, phone, or home address should be included in the letter to facilitate the response to the appeal.
- B. Any evidence supporting your circumstances including but not limited to letters, doctor's statements, invoices, or travel documents should be included in your appeal.
- C. The attached APPEAL form in addition to a printed copy of attendance from the Parent Portal must accompany the formal letter submission to be considered.
- D. The appeal letters/forms for each semester should be dropped off in the main office of the school no less than three days prior to the end of the semester that the student is currently attending. NO electronic submissions will be accepted.

The Appeals Committee will convene at the end of each semester to begin examining the submissions. Should the committee have questions, a panel interview may be requested. The committee will consist of principals, teachers, counselors. The determination will be made and communicated to students and parents as soon as possible. This committee will have the final say in awarding credit. Their decision may not be appealed.



# LOSS OF CREDIT APPEAL FOR ATTENDANCE

Student Name: \_\_\_\_\_ Grade: 9  10  11  12

## CHECKLIST:

- Written letter explaining the nature of the extenuating circumstance
- Contact information (phone, email, home address)
- Printed student attendance from Parent Portal
- Supporting evidence (doctor's notes, court documents, travel documents, etc...)

In certain cases, students may have spoken with counselors, teachers, or administrator earlier in the semester to seek assistance in working through attendance issues that may have contributed to the NO CREDIT situation. In those instances, the committee would like to know the name(s) of the individuals that are on staff that may be able to advocate for the student given their circumstances. Please list the name(s) of the faculty members that are familiar with the situation that may advocate on your behalf:

Faculty Advocate(s): \_\_\_\_\_

Please complete the chart below for the course(s) which are in jeopardy of receiving a NO CREDIT status:

HOUR	TEACHER	COURSE	GRADE	# OF ABSENCES	# OF TARDIES

Upon being informed of the decision regarding the appeal, it will be extremely important students communicate with their counselor to make the necessary schedule changes for credit recovery to meet graduation requirements.