

Credit Appeal Form - Excessive Absences

Fall 2008

Form Due Date: January 15, 2009

High School: _____

Legal Last Name: _____ eSIS Student ID: _____

Legal First Name: _____ Address: _____

Student Cell: _____ Student e-mail: _____

Parent Name: _____ Parent Cell: _____

Home Phone: _____ Parent e-mail: _____

Course(s) being appealed: _____

Instructions: According to district regulations (IKF-RA Graduation/ Credit Requirements), if you have not received credit in one or more of your classes due to excessive absences, you have the right to appeal for credit. Complete this form and assemble your appeal packet in the order listed below. Submit the appeal packet to the Attendance Liaison by the due date listed at the top of this form. **You should submit one packet for any or all course(s) you are appealing.** Once this packet is submitted, it is considered complete and changes will not be accepted.

Your appeal for credit will be evaluated based on the justification you provide for each of your absences. All absences should have been documented within three days of absence (Policy JHD-RA Exclusions and Exemptions Attendance Regulation). Absences not justified on the official school absence report must be explained in writing for consideration by the attendance committee using the Absence Justification Form.

Absences that are considered allowable are doctor/medical note, school-sanctioned activity, religious observance, funeral, court appearance, court ordered absence, in-school intervention, out of school suspension, college visit, hazardous weather, and/or bereavement. Absences with any other notation on your attendance report, or without official notation, must be justified.

Documentation you provide will not be returned to you. **Seniors appealing spring class/es are required to submit an appeal packet at least three school days prior to the date of graduation.**

Checklist: Include the following materials in your packet, *in the specified order*:

- ____ 1 Credit Appeal Form, signed by parent and student.
- ____ 2 Official School Attendance Report. (Report can be obtained from high school office.)
- ____ 3 Absence Justification Form.
 - Complete documentation for each absence not justified (organized chronologically).

We certify that all statements and documents submitted with this packet are true and complete.

Student: _____
Name Signature Date

Parent: _____
Name Signature Date

For Office Use Only:

Received by : _____
Staff Name (Please Print) Staff Initials Date: _____ Time: _____

Committee Decision: **Credit Granted:** **Grade Earned:** **Credit Denied:**

Admin./Designee: _____
Name Signature Date

Teacher: _____
Name Signature Date

Counselor/Designee: _____
Name Signature Date