



CRESTWOOD HIGH SCHOOL ATTENDANCE APPEAL FORM



Student Name: _____
 Student ID: _____
 Date of Appeal: _____

FOR OFFICIAL USE ONLY	
Credit Granted:	Y N
Other Information:	
_____	further documentation needed
_____	failed class(es) academically
Communications:	
_____	Parent
_____	Student
_____	Counselor
_____	Teacher

Courses Being Appealed

Hour	1	2	3	4	5
Name of Course					
# of Unexcused Absences					
# of Excused Absences					
# of Tardies					
TOTAL ABSENCES					

Page 8 of the CHS 2010-2011 Student Handbook outlines for all students and parents the attendance guidelines. Any student who loses credit due to this policy may appeal to the assistant principal who may consult with the counselors, teachers, or others prior to making a decision. The appeal form must be completed by the designated due date for each marking period. Students with multiple skips, unverified and/or unexcused absences should not expect to be granted an appeal. Granted appeals may require students to make up time. If the student is not satisfied with the decision, he or she may appeal to the principal. Generally, the only appeal that will be granted is for long-term medically related absences or extenuating circumstances.

Explanations of medical or extenuating circumstances should be specifically stated and a direct link between the reason for absences and the exact dates of absences must be clear.

Please Attach:

1. **Description of extenuating circumstance**
2. **Dates of absences related to extenuating circumstance**
3. **Appropriate medical or other documentation verifying absence**

This form must be signed by the student and parent, and is due to the main office on the Monday after each marking period is completed.

Due Date for the 2010-2011 School Year:

Term 1: December 3rd

Term 2: March 18th

Term 3: June 17th

 Signature of Parent/Guardian

 Signature of Student

 Assistant Principal