



## ATTENDANCE LOSS OF CREDIT—APPEAL APPLICATION FORM SCHOOL YEAR 2022–2023

*(Note: This form is submitted only when a student has officially lost credit in a course.)*

Student Name: _____	Campus Name: _____	Date: _____
---------------------	--------------------	-------------

*“All students are required to attend school during all days and hours that school is in session. Students who are absent from class for more than 10% of the days that class is in session will not receive credit for the course.”*

If the parent/student believes that these absences were due to extenuating circumstances, the parent/student shall have the right to appeal a loss of credit to your Campus Attendance Committee within ten (10) school days from campus notification. However, if your student has excessive absences and a failing grade for the semester in that course, the student is **ineligible to appeal the loss of course credit.**

**Step 1:** Complete the Attendance Loss of Credit—Appeal Application Form and return to your school counselor no later than 10 school days after receipt of the loss of credit letter. Any supporting documentation that may excuse a student’s absence (medical, college visit, etc.) must be submitted.

Course	Teacher	Period #	Type of Course (Select One)		# of Absences	School Administrators Complete Only Seniors Only		
			Full Year	Semester		Is this needed for graduation?		
						Course	Credit	Both

**STUDENT/PARENT/GUARDIAN:**

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

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_