

Eaton Rapids High School Attendance Appeal Form

Eaton Rapids High School Policy states that any student that has over 8 absences in a trimester course is subject to failure in that particular course.

This form is FOR:	This form is NOT FOR:
Students who have exceeded eight (8) absences in trimester and have extenuating circumstances on which to appeal the Attendance Policy. Students appealing the policy must have a passing average in the course.	Students who have a failing average in the course or who do not have extenuating circumstances which would cause the absences to be waived.

If you wish to appeal the ERHS Attendance Policy, please do the following:

- Complete this form, and return it to Mrs. Hubert in the Attendance Office.
- Attach a statement from the student explaining the absences and the rationale for the waiver (see Question #3 below)
- Attach a statement from the parent/guardian supporting the waiver (see Question #4 below)
- Attach all supporting documentation (Mrs. Hubert may help you with this)
- Return this form and its attachments to the attendance office no later than **2 weeks after grades are posted.**

Your attendance records, disciplinary history, and teacher recommendations will be considered in making a decision on you appeal. You will be notified by mail of the decision. Please note that appeals can only be decided after all final grades in a course have been turned in.

Student Name: _____

Grade: _____

1) List the courses for which you are requesting an appeal.

Courses	Teacher Name	Current Grade

2) Have you previously completed an appeal of the ERHS Attendance Policy? ___Yes___ ___No___

3) Please explain the extenuating circumstances you feel should result in a waiver of the ERHS Attendance Policy allowing you to receive the grade you earned in spite of your excessive absences. You should attach this explanation to your “Attendance Appeals Form”. With the explanation, please attach all medical or legal documentation that is not already on file in the Attendance Office. Please note, if you are saying that you missed over 8 days of class because of a chronic medical condition, you need to submit a note from a doctor on their letterhead explaining the nature of the condition and the particular days missed because of the condition. Please type your explanation. You may also include your parent’s signature on your explanation.

4) What is the name of the staff member that we should contact who has been working with you this trimester regarding your attendance issues? _____. You can ask teachers to write a statement supporting your appeal. Please attach any teacher statements with this form.

All parts (#1-4) MUST be addressed for appeal consideration.

Forms are due no later than **2 weeks after grades are posted.**

Contact Elizabeth Hubert, ehubert@erpsk12.org , 517-663-2231, with any questions.