

Appendix A+ Attendance Appeal Form

Appeal requests must include the date, the specific reason for the absence, and appropriate supporting documentation with signatures. This form and all supporting documentation must accompany the request for an Attendance waiver at the time of submission.

Student Name: _____ Grade: _____

Chronic health problems	Letter from physician with explanation of illness. (Copies of bills or school excuses are not sufficient.)
Hospitalization	Letter from physician
Catastrophic illness (long term hospitalization)	Letter from physician with explanation of illness. (Copies of bills or school excuses are not sufficient.)
Dental/Doctor	Any Routine Dental/Doctor Appointment Provide a Letter from physician
Court dates	Court Letter
Funeral	Funeral Tribute
Religious holiday	Letter from Clergyman/Pastor
Personal/Family Calamity (fire, flood, etc.)	Principal's approval
Exchange Student	Documentation from agency
Approved Mission Trips	Principal approval - Letter from Clergyman/Pastor
College Visits	11th Grader: 2 college visits 12th Grader: 3 college visits Provide a Letter from College Representative

Specific Date(s)

Reason for Absence

****Attach required supporting documentation***

FOR A+ OFFICE USE ONLY:

Date Filed: _____ **Action Taken** _____

Committee

Members: _____

A+ Coordinator

Principal