

STUDENT NAME:

DOB:

GRADE:

**STEP 1: REASON FOR APPEAL**

Please attach all documentation such as doctor excuses. You may also attach a statement if you need more space.  
**I am requesting an appeal for receiving 'NC' (no credit) due to violation of the Attendance Policy JE-R for the courses listed below.**

**Reason:**

Student Signature:

Date:

**STEP 2: COURSES FOR WHICH GRADES ARE BEING APPEALED**

Period	Course	Teacher	Semester Grade	Number of <u>Unexcused</u> Absences
0				
1				
2				
3				
4				
5				
6				
7				
8				

**STEP 3: PARENT STATEMENT**

**Parent Name:**

**Parent/Guardian Signature:**

**Phone Number (1):**

**Phone Number (2):**

**Date:**

Comments to support this appeal:

STEP 4: COMMITTEE APPROVAL					
Period	Course	FINAL GRADE	Administrator Signature	Counselor Signature	Teacher Signature

**STEP 5: REGISTRAR** Please change final grade for each class approved above.

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