

WETHERSFIELD HIGH SCHOOL ATTENDANCE APPEAL FORM

APPEAL PROCESS – EXCESSIVE CLASS ABSENCES

1. The student and parents may request an appeal for the restoration of credit by contacting the appropriate administrator within two weeks after the conclusion of the marking period in question. **COMPLETE ONE FORM FOR EACH COURSE BEING APPEALED.**
2. Appeal forms may be obtained in the main office or the guidance office by the student/parent.
3. Students must have teachers complete the information section below with the appropriate teacher.
4. The completed Appeal form and proper documentation must be submitted to the appropriate administrator within two weeks after the conclusion of the marking period in question. **Incomplete forms will not be accepted.**
5. Students will not be eligible for credit if they have been issued three (3) or more referrals for class cuts. Students who have legitimate reasons for excessive absences may appeal to have credit restored.
6. The administrator will operate under the following guidelines:
 - a. All documented absences will be reviewed by the administrator.
 - b. The student/parents and teacher will be notified in writing of the administrator’s decision within five (5) school days of the appeal meeting.



TO BE COMPLETED BY THE TEACHER:

DATES OF ABSENCES: _____ _____ _____ _____
DATES OF TARDIES: _____ _____ _____
NUMBER OF REFERRALS SUBMITTED: _____
TEACHER SIGNATURE: _____