



APPLICATION FOR ATTENDANCE APPEAL(S)

Instructions – Complete the form below:

1. Write legibly or type.
2. Print (or type) your name, grade and date of birth
3. Obtain attendance information from your teachers. List exact dates being appealed.
4. State the reason(s) for your appeal of absences and any mitigation(s) attempted. (If additional space is required, use the back of the form or attach your statement.)
5. Attach all relevant documents, including but not limited to doctor's notes, funeral programs, airline tickets, etc.
6. Sign the appeal request in the appropriate places. Obtain the signature of your parent or guardian.
7. Return the completed form to the Attendance Office.

Student Name: _____ Grade: _____ Date of Birth: _____

Attendance Information:

Period	Class	Total Absences in class	Total Tardies in Class	Teacher
0				
1				
2				
3				
4				
5				
6				
7				

Statement of Reason(s) for Appeal: (List exact dates being appealed below)

Total # of Appealed Absences: ODD (1, 3, 5) _____ EVEN (0, 2, 4, 6) _____ 7th Period _____

We, the undersigned, are aware of the rights under the Palisades Charter High School Attendance Policy for appeals and mitigation. We are also aware that if the appeal is denied the student may receive failing marks for the class in which excessive absences and/or tardies have been accumulated.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

DEADLINES: FALL Semester November 20, 2012 SPRING Semester: May 10, 2013

RETURN FORM TO ATTENDANCE OFFICE