

PALISADES CHARTER HIGH SCHOOL

APPLICATION FOR ATTENDANCE APPEALS

Instructions for completing this form and filing an appeal:

1. Print your name, grade, and date of birth.
2. Check attendance information in your Infinite Campus account and complete the table below, indicating class, teacher, and total number of absences and tardies you have for each period.
3. Determine how many ODD day absences, EVEN day absences, and Periods 0/7 absences you are appealing, and enter these totals in the appropriate space just below the table.
4. In the space provided, list exact dates being appealed, the reasons for your appeal, 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, and college visit verifications.
6. Sign the form where indicated and obtain the signature of your parent or guardian.
7. Return the completed form to the attendance office by the deadlines listed.

Student Name _____ Grade _____ Date of Birth _____

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

Total number of absences you are appealing for: ODD (1, 3, 5) days _____ EVEN (2,4,6) days _____ P0/P7 _____

Provide specific dates you are appealing and state the reason you feel the appeal should be approved for each:

We, the undersigned, are aware of our 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 any class in which excessive absences and/or tardies have been accumulated.

Student: _____ Parent: _____

Date: _____ Date: _____

COMPLETED FORM MUST BE RETURNED TO ATTENDANCE OFFICE BY:

Seniors: May 13th, 2016
 Grades 9/10/11: May 20th, 2016