

## **Elementary Attendance Appeal Policy**

The School Board Policy 5200 states: A student who is absent for more than nine (9) days within a semester will not receive a passing grade for the semester in accordance with Florida Statute unless absences are approved.

Parents whose students are in jeopardy of failing due to exceeding the nine (9) day per semester attendance policy may apply for an attendance appeal. Absences not counting toward the nine (9) day attendance policy are court dates, religious holidays, illness with medical documentation, and chronic and extended illness.

The Attendance Appeal Committee consists of at least three to five (3-5) persons. Appropriate committee personnel include: an administrator, guidance counselor, attendance clerk, and teachers.

Appeal application packets for all students will be available in the office. The packets must be completed and returned to the office a minimum of two (2) weeks prior to the end of the grading period.

*Parents/Students will be notified on the time, date, and location of the appeal hearing. Parents/Students will also be notified within one (1) week of the appeal committee decision.*

## PARENT STATEMENT PAGE

On this page please explain why your child has exceeded the number of absences permitted. You should also state why you believe your child should be considered for an appeal to the attendance policy to receive a passing grade. You are invited to include any documentation that you believe will assist you in your efforts to receive this appeal.

Dear Attendance Appeal Committee:

*I, \_\_\_\_\_ am applying for an attendance appeal indicated on the first page because:*

*(Use the back of this page as necessary.)*

Sincerely,

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Telephone

\_\_\_\_\_  
Work Telephone

## Kindergarten Student Attendance Appeal Packet

Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Total Absences: \_\_\_\_\_

SUBJECT	TEACHER	GRADE (O, S, N, U)
<b>Reading</b>		
<b>Communication</b>		
<b>Math</b>		
<b>Environmental Studies</b>		
<b>Physical Development</b>		

Teacher comments: \_\_\_\_\_

\_\_\_\_\_

*(Use the back of this page as necessary.)*

- (1) Complete student's name and grade level on this page and give to your child's teacher.
- (2) Complete the statement page provided. Include any documentation in support of absences that have not been submitted to the attendance clerk.

*The attendance clerk will provide a printed copy of your school attendance record for the appeal hearing.*

*Once you have completed the above specified steps, you are required to turn in your appeal packet to the office. It must be turned in no later than two (2) weeks prior to the end of the grading period.*

*You will be notified of the time, date, and location of your appeal hearing. Please be on time. **You are invited and encouraged to bring your child.** You will be notified within one (1) week of the Attendance Appeal Committee decision.*

**FAILURE TO COMPLETE THE PARENT STATEMENT PAGE OR APPEAR FOR YOUR SCHEDULED INTERVIEW WILL INVALIDATE YOUR APPEAL REQUEST.**

**Elementary Grades 1 - 6  
Student Attendance Appeal Packet**

Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Total Absences: \_\_\_\_\_

SUBJECT	TEACHER	GRADE (A-F)
Reading		
Language Arts		
Math		
Social Studies		
Science		
Activity		

Teacher comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*(Use the back of this page as necessary.)*

1. Complete student's name and grade level on this page and give to your child's teacher.
2. Complete the statement page provided. Include any documentation in support of absences that have not been submitted to the attendance clerk.

*The attendance clerk will provide a printed copy of your school attendance record for the appeal hearing.*

*Once you have completed the above specified steps, you are required to turn in your appeal packet to the office. It must be turned in no later than two (2) weeks prior to the end of the grading period.*

*You will be notified of the time, date, and location of your appeal hearing. Please be on time. **You are invited and encouraged to bring your child.** You will be notified within one (1) week of the Attendance Appeal Committee decision.*

**FAILURE TO COMPLETE THE PARENT STATEMENT PAGE OR APPEAR FOR YOUR SCHEDULED INTERVIEW WILL INVALIDATE YOUR APPEAL REQUEST.**