

Attendance Appeal Form

Materials must be received by 3:30pm
in the main office by the following date:
May 13, 2016
Appeals not received by the deadline
will not be considered.

Name: _____

Phone #: _____

Mailing Address: _____

APPEAL PROCEDURES

You may appeal your no credit status if extenuating circumstances exist. These circumstances include factors beyond your control (e.g., family emergency, serious illness, death, etc.) and must be documented (doctor's notes, visits to the health room, etc.). Appeals due to other circumstances will be reviewed on a case by case basis. All supporting documentation from third parties must be included with the appeal. Address the following four items and include any comments that you believe are pertinent in the consideration of your appeal.

You may type responses and attach on an additional page(s).

1. Which class or classes are you appealing the No Credit status for?

2. Have you previously had to appeal a No Credit Status?

(continued on back)

3. A detailed account of the reasons that you did not regularly attend class(es). Please enclose appropriate documentation (medical records, funeral announcement, etc.) if applicable.

4. A description of the circumstances that have changed to allow you to regularly attend class(es).

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Completed appeal should be given to:

Kevin Copher
Assistant Principal
1100 Main Street
Windsor, Colorado 80550
(970) 686-8115
Fax (970) 686-8101

-----For Office Use Only-----
Received: _____ Credit/Grade Granted: _____ Denied for: _____