

# Attendance Appeal Form



Appeals must be turned into  
Richard Thomas' office by 3:00 pm  
On the following dates:  
1st semester- 12/04/2020  
2nd semester- 05/06/2021

**Name:**

**Mailing Address:**

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?

YES

No

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.

(Continued on next page)

4. What has changed or what will change that will enable you to have better attendance either at school or in a workplace setting?

Student Signature: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_

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

Completed appeal should be given to:

Richard Thomas  
Assistant Principal  
1100 Main Street  
Windsor, Colorado 80550  
(970) 686-8116  
Fax (970) 686-8101

-----For Office Use Only-----

Received:

Credit/Grade Granted:

Denied for: