

Windsor High School

1100 Main Street
Windsor, CO 80550



December , 2018

Parent/Guardian of <<First Name>> <<Last Name>>
<<Address>>
<<City>>, <<State>> <<Zip>>

Dear Parent/Guardian:

<<First Name>> has reached or exceeded the maximum allowable absences (ten) in at least one class. Included is <<First Name>>'s attendance record. <<First Name>> is on a No Credit Status for the following class(es):

<<Class 1>>, <<Class 2>>, <<Class 3>>, <<Class 4>>, <<Class 5>>, <<Class 6>>, <<Class 7>>,
<<Class 8>>

While on a No Credit Status, students are expected to continue attending all classes and complete all assignments.

<<First Name>> may appeal this at the end of the semester if there are documented extenuating circumstances explaining the number of absences. Appeals will be reviewed administratively and the decision of the review is considered final.

Successful appeals take into consideration the reasons for the absences, the relevant documentation that supports the absences, and the teacher's recommendation. A successful appeal results in the student earning the passing grade for the course and credit or an NG if the student was unsuccessful in completing the essential content standards for the course due to absences. Students receiving an NG on their transcripts for a course will not receive credit towards graduation.

In unsuccessful appeals, students receive an NG on their transcripts for the course(s) and no credit will be granted. If, however, the student failed the class, the failing grade will remain on the transcript.

<<Notes>>

Appeals are due in the main office by Tuesday, May 8 at 3:00pm. If you have any questions, please contact me.

Sincerely,

Richard Thomas
Assistant Principal

Fall 2018 Attendance Appeal Form

<<First Name>> <<Last Name>>

Mailing Address:

<<Address>>

<<City>>, <<State>> <<Zip>>

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?
<<Class 1>>, <<Class 2>>, <<Class 3>>, <<Class 4>>, <<Class 5>>, <<Class 6>>, <<Class 7>>, <<Class 8>>

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)

<<First Name>> <<Last Name>>

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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: