

# Mansfield High School

## Attendance Appeal Form

*(Note: This form is submitted only when courses are complete and final grades have been assigned.)*

**Step #1: Student and Parent review the Credit Reduction Appeals Policy as stated in the MHS Student Handbook:**

“A student’s cumulative absences will result in a course credit reduction. If the parent/student believe these absences were due to extenuating circumstances, the parent/student shall have the right to appeal a credit reduction to the Principal within five (5) school days from the issuance of report cards. However, if any of the student’s cumulative absences are the result of class cut, truancy, in-school suspension, external suspension, or has a failing grade, the student is ineligible to appeal the reduction of course credit to the Principal. The Principal will review the student’s attendance situation and render a written decision as soon as possible.”

**Step #2: Parent and student should make sure all documentation supporting the absences has been submitted to the MHS main office for inclusion in the student’s folder. This will insure a complete and timely review.**

All documentation is in student’s folder *(check box and sign below when Step #2 is complete)*

Student signature: \_\_\_\_\_ Parent signature: \_\_\_\_\_

**Step#3: Student completes this section and submits to Principal’s office within 5 days of issuance of report cards:**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Phone #: \_\_\_\_\_

Guidance Counselor: \_\_\_\_\_

Classes where credits were reduced/lost:	Final Grade (failing grades are not eligible for appeal)	Credits Earned	Number of Absences	Credits Restored/Date <i>(for office use only)</i>

**Step #4: Principal’s Review: The following decision has been rendered on this appeal:**

Appeal Granted \_\_\_\_\_

Appeal Denied \_\_\_\_\_

Principal’s Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Step #5: Guidance will adjust records accordingly and notify student/parent of appeal decision by mail:**

Guidance Staff Signature: \_\_\_\_\_ Appeal form mailed (date): \_\_\_\_\_