

MANSFIELD HIGH SCHOOL

Attendance Appeal Form

Submitting an Appeal

This form may be used to seek credit restoration in the event a student lost credit in a course due to an extenuating circumstance. To appeal a credit reduction, this form must be completed with an explanation and/or appropriate documentation provided within ten (10) school days from the issuance of report cards. However, if a student's credit loss was due to unexcused absences incurred by truancy or class cuts or the student earned a failing grade, the student is ineligible to appeal the credit reduction. Administration will review attendance appeals and render a written decision as soon as possible.

Student:		Grade		Counselor:	
Parent/ Guardian:		Contact Information:			

Student Signature

Parent Signature

Please use student's report card to complete the boxes below.

Classes with Reduced Credit	Final Grade	Credits Earned	Number of Absences

Please provide an explanation for extenuating circumstance or attach appropriate documentation:

Office Use Only

Date Received: _____

Received by: _____

Appeal Granted _____

Appeal Denied _____

Administrator's Signature: _____ **Date:** _____

Appeal Decision Mailed: _____

Staff Signature: _____