

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 attach a copy of the report card or any supporting documentation to this appeal.

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

Please note if the student completed any of the following:

Buy Back Day(s)		Summer School	
Attendance Contract		Evening School	

Office Use Only

Date Received: _____

Received by: _____

Appeal Granted _____

Appeal Denied _____

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

Appeal Decision Mailed: _____

Staff Signature: _____