

Per	Class Name	Teacher	Total Absences	1 st Six Weeks Grade	2 nd Six Weeks Grade	3 rd Six Weeks Grade	Final Sem. Grade	Total Time Made Up
0								
1								
2								
3								
4								
5								
6								
7								
8								

Fill out the following chart to note anything the Attendance Committee should take into consideration when reviewing your appeal. Fill out all the reasons for appeal that apply. (ex: If there was a family death that resulted in 3 absences and an illness that resulted in 5 absences, please note both).

Reason for Appeal	Brief Description	Estimated Number of Absences(Days) This Caused	Documentation of Hardship (Please note anything attached)
Illness			
Personal Hardship			
Family Hardship			
Student Mistake (Leniency Request)			
Other			

Parent Signature/Date:

Student Signature/Date:

Appeal Document

STUDENT/SECTION	ID#
PARENT/GUARDIAN	PHONE AND EMAIL

TOTAL NUMBER OF DAYS MISSED DUE TO CIRCUMSTANCES :	STUDENT MEDICALLY DOCUMENTED CONCERN	FAMILY	OTHER

90% Attendance Law

According to Texas State law, each student must be in attendance 90 percent of the days the class is offered. The implementation of the Attendance for Credit Initiative is to ensure that all students are in attendance 90 percent of the time a class is offered to certify successful accrual of credit or final grade.

Explain the circumstances you would like the committee to consider before accepting/denying your child's credit or final grade.

Approved _____ Denied _____ Administrator _____ Date _____