



NO CREDIT APPEAL FOR ATTENDANCE

According to EPS school board policy # 4215, "On the tenth (10th) absence a student will receive a "no credit" on his/her transcript for the semester. If the student is passing at the end of the semester, he/she will receive a No Credit (N/C) for the class in which the absence limit has been exceeded. If he/she is failing, the failing grade will be recorded. If the student chooses to continue not to attend class, then he/she will fall under the discipline policy and may be suspended from school for noncompliance with a school policy."

In addition, the following language provides students the opportunity to present extenuating circumstances: "In case of extenuating circumstances, the principal or his/her designee may intervene."

The language above was added to the policy with the intent of providing students and parents an opportunity to clearly articulate unique circumstances by providing evidence that would suggest the absences leading to a NO CREDIT situation were unavoidable. Other policies and procedures clearly outline the steps needed to maintain accurate and timely attendance records. Considering these records are tied directly to our state school report card, we are taking the attendance of our students very seriously.

If, for any reason, **you feel that your situation should be considered as extenuating and your reasoning, explanation, and evidence suggests that absences were unavoidable**, the appeal process below outlines the steps necessary to be considered for credit.

- A. **A formal letter** must be written to the review committee explaining the extenuating circumstances. Be as specific and thorough as possible. **Contact information such as email, phone, or home address should be included in the letter** to facilitate the response to the appeal.
- B. Any **evidence** supporting your circumstances including but not limited to letters, receipts, invoices, or travel documents should be included in your appeal submission.
- C. A completed **No Credit Appeal Cover Page** (attached to/associated with this page) **must accompany the formal letter submission to be considered.**
- D. The appeals for the Fall semester of 2018 should be dropped off in the main office of the school clearly labeled *Attention: Fall '18 No Credit Appeal*. **No electronic submissions will be accepted.**

The deadline for submitting Credit Appeal is 3:30 pm on December 13th, 2018

The Appeals Committee will convene at 3:45pm on December 13th, 2018 to begin examining the submissions. Should the committee have questions, a panel interview may be requested. The committee will consist of principals, teachers, and counselors. The determination will be made and communicated to students during the school day as soon as possible. This committee will have the final say in awarding credit.

NO CREDIT APPEAL COVER PAGE

Fall 2018

Student name: _____ Grade: 9 10 11 12

CHECKLIST:

- Completed No Credit Appeal Cover Page
- Written letter explaining the nature of the extenuating circumstance
- Contact information (phone number, email, *and* home address) included in letter
- Supporting evidence (if applicable)

In certain cases, students may have spoken with counselors, teachers, or principals earlier in the semester to seek assistance in working through attendance issues that may have contributed to the NO CREDIT situation. In those instances, the committee would like to know the name(s) of individuals that are on staff that may be able to advocate for the student given their circumstances. **Please list the name(s) of faculty members that are familiar with the situation that may advocate on your behalf:**

Faculty Advocate: _____

Please list your current classes, current (%) **grade** in each class, and teacher name for each class below:

1st hr: _____ Grade: _____ Teacher: _____

2nd hr: _____ Grade: _____ Teacher: _____

3rd hr: _____ Grade: _____ Teacher: _____

4th hr: _____ Grade: _____ Teacher: _____

5th hr: _____ Grade: _____ Teacher: _____

6th hr: _____ Grade: _____ Teacher: _____

7th hr: _____ Grade: _____ Teacher: _____

Upon being informed of the decision regarding the appeal, it may be extremely important for the students to communicate with their counselor to adjust their schedule based upon needs for credit recovery or credits needed for graduation. This will be incumbent on the student.

FOR NO CREDIT APPEAL COMMITTEE USE ONLY:

Notes: _____

- Medical Approved by Committee Denied Contingent