

**\*\*\*\*Due in Main Office by June 15, 2018\*\*\*\***

**EAST LANSING HIGH SCHOOL**

**ATTENDANCE APPEAL FORM**

**2017-18**

**2<sup>nd</sup> semester**

\*Per ELHS Attendance policy (see back side), students with 10 or more absences (excused and/or unexcused) in a class must complete an appeal form if they do not score **78% or higher** on the end of the semester exam. Three (3) tardies = 1 absence and will be added to your total per class.

\*One form per student

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

Please state the reason(s) you have exceeded the number of absences in a course as it relates to the Attendance Policy and why the hold on your credit should be waived.

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\*If credit is held due to lack of valid reasoning or not obtaining the required score on your final, it may be reinstated when your attendance improves. However, the responsibility is yours to see the administration regarding the hold.

_____	_____	_____	_____
Student Signature	Date	Parent/Guardian Signature	Date

**\*If you do not hear from administration by mail, then your appeal has been approved**

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**Office Use Only**

**Reason for denial:** \_\_\_\_\_

**Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_