

Attendance Hours Appeal

Today's Date: _____

Student: _____

ID#: _____

Grade: _____ School: **Elkins High School**

Semester: _____ FALL _____ SPRING

Administrator: _____

Period and Course for Appeal: _____ 1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th _____ 7th _____ Other

Students should complete this form for EACH course to be appealed!

The role of the Campus Attendance Committee:

Our campus will adhere to the following attendance cases and take immediate action:

- a) Review attendance record including all absences, whether excused or unexcused.
- b) Meet with any student who has previously taken a course—but did not receive credit or grade level promotion for it—and who is seeking permission to earn credit by passing a "credit by exam" test on the TEKS defined for that course or subject. Prior instruction may include, but is not limited to incomplete coursework, excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school.
- c) Assess absences accrued by a transfer or migrant student who begins to accumulate absences only after he or she has enrolled in the district.
- d) Determine a decision about a student's absences and will ensure that it is in the best interest of the student.
- e) Send out Attendance Letters to parents/guardians making them aware of their child's absences.
- f) Consider the acceptability and authenticity of documented reasons for the student's absences and whether the absences were for reasons over which the student or the student's parent could exercise any control.
- g) Consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- h) Invite parent and student to the committee meeting, allowing them the opportunity to present any information to the committee about the absences. Discuss ways to earn or regain credit or a final grade or grade level promotion.
- i) Notify the parent in writing of the committee's decision within 3 days of convening as a committee.
- j) Notify the parent and the student that they have the right to appeal the committee's decision to the board of trustees by filing a written request with the Superintendent in accordance with policy FEC (LOCAL).

Per the Texas Education Code Chapter 25:

The board of trustees of each school district shall appoint one or more attendance committees to hear petitions for class credit or a final grade by students who are in attendance fewer than the number of days required under Subsection (a) and have not earned class credit or a final grade under Subsection (a-1). A committee may give class credit or a final grade to a student because of extenuating circumstances. Each board of trustees shall establish guidelines to determine what constitutes extenuating circumstances and shall adopt policies establishing alternative ways for students to make up work or regain credit or a final grade lost because of absences.

Alternative Ways for Regaining Hours: *Please check all that applies. Provide brief description in blank(s):*

- | | | |
|--------------------------|------------------------------|--|
| <input type="checkbox"/> | After school hours _____ | Confirmation by campus staff/faculty. |
| <input type="checkbox"/> | Teacher tutorial hours _____ | Confirmation by campus teacher(s). |
| <input type="checkbox"/> | Saturday hours makeup _____ | Confirmation by campus administrator. |
| <input type="checkbox"/> | Community hours makeup _____ | MUST attach letter from supervising adult. |
| <input type="checkbox"/> | Charity hours makeup _____ | MUST attach letter from supervising adult. |
| <input type="checkbox"/> | Other hours makeup _____ | Acceptance by Attendance Committee. |

Campus Attendance Committee Decision:

- | | | | |
|--------------------------|--|--------------------------|----------------------------------|
| <input type="checkbox"/> | Attendance hours GRANTED/APPROVED | <input type="checkbox"/> | Attendance hours DENIED . |
|--------------------------|--|--------------------------|----------------------------------|

Signature/Date of Campus Principal

Signature/Date of (1) Teacher

Signature/Date of (1) Administrator