



ATTENDANCE APPEAL REQUEST

Student Name: _____ Grade _____ Student ID _____

Course being denied Credit: _____

Attendance Appeal Policy as seen in [District Regulation 5200](#):

“Students may be subject to appropriate discipline for their school attendance record. A student who has been retained at grade level for excessive absences may appeal that action in accordance with [Policy 5410](#). A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:

- The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
- The Principal or designee will respond in writing no later than seven school days after receiving the student’s appeal.
- If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
- On a student’s request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student’s appeal. The student’s parent and teacher(s) may attend the meeting.
- The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
- The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with [Policy 5710](#), Pupil Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in [Policy 5710](#).”

Student Responsibilities:

1. Please attach a document that states the reasons for each absence and why the student should either continue to be enrolled in the course or receive course credit for a class the student completed
2. Attach documentation that may support reducing the number of absences for the purposes of course credit

Office use only:

Date submitted to Assistant Principal _____