

American Leadership Academy
ATTENDANCE APPEALS FORM
2008-2008

THE APPEALS PROCESS IS AS FOLLOWS:

- 1- After accumulation five (5) excused absences, one (1) unexcused absence, or three (3) tardies in one class per term, students and parents may appeal in writing to the Administration office.

- 2- Appeals must be submitted no later than one week prior to the last day of the term.
 - a. Term 1 ends October 15th , last day for appeal October 8th .
 - b. Term 2 ends December 19th , last day for appeal December 12th .
 - c. Term 3 ends March 6th , last day for appeal February 27th .
 - d. Term 4 ends May 22nd , last day for appeal May 15th .

- 3- Appeals are reserved for unusual and/or uncontrollable attendance problems (i.e., medically verifiable illness).

- 4- The waiving of absences is rare.

- 5- Appeals should provide details as to why absences/tardies should not count against a student's attendance.

Date _____

Student _____ Grade _____

Date (s) of absences/tardies: _____

Reason for absences/tardies: _____

Parent _____

Phone _____

Student _____

Administration _____

Date _____

Appeal Granted _____ yes _____ no