

BELMONT HIGH SCHOOL ATTENDANCE WRITTEN APPEAL FORM

STUDENT NAME: _____ YOG: _____

ATTENDANCE DATE(S) APPEALING: _____

DATE STUDENT WAS NOTIFIED OF UNDOCUMENTED ABSENCE/UNEXCUSED ABSENCE: _____

COURSE (S): _____

TEACHER(S) OF COURSE(S): _____

GUIDANCE COUNSELOR: _____

REASON FOR APPEAL: (Student should write in his/her own words what extenuating circumstances they have that warrant an appeal.)

***The appeal hearing, if granted, will be comprised of a review panel consisting of one administrator, two faculty members, and two students. The student appealing will be the person presenting the appeal information/material at the hearing. A student may bring with them a support person; however, the support person does not participate in the appeal.

Once attendance appeal form has been submitted, the student will be notified if and when there will be an appeal hearing by the assistant principal.

FOR OFFICE USE ONLY:

DATE FORM SUBMITTED: _____
ASSISTANT PRINCIPAL: _____
APPEAL HEARING GRANTED: YES NO DATE OF APPEAL HEARING: _____
DECISION OF ATTENDANCE APPEAL BOARD: _____
