



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

APPLICATION FOR ATTENDANCE APPEALS- FALL SEMESTER 2018-2019

Instructions:

1. You may appeal such events as prolonged illness, family funeral, family emergencies, religious holidays, college visits, "1M" excused absences, and mandated court appearances.
 - a. Even if absences have previous been excused, you must still appeal your absences if you have excessive absences in any class.
 - b. A reminder: THREE (3) UNEXCUSED TARDIES IS CONSIDERED THE EQUIVALENCE OF ONE UNEXCUSED ABSENCE
2. Legibly, fill in the information below.
3. PRINT OUT AND ATTACH attendance information from Infinite Campus.
 - a. You can find your attendance information by clicking on the ATTENDANCE tab from your Infinite Campus page.
 - b. When printing out your information, use the LANDSCAPE layout for page orientation.
4. List exact dates being appealed below.
5. State the reasons for your appeal of absences and any mitigation(s) attempted. If additional space is required, use the back of the form or attach your statement.
6. For each date, **ATTACH ALL RELEVANT DOCUMENTS (or write that we have them on file)**, including, but not limited to medical notes, funeral programs, airline tickets, college visits, court orders, etc.
7. Sign the appeal request in the appropriate places below and obtain the signature of your parent/guardian.
8. Return the completed form to the Attendance Office. (see deadline dates below)

Student Name _____ Grade: ____ Date of Birth _____

Total # of Appealed Absences: ODD days (1, 3, 5) _____ EVEN days (2, 4, 6) _____ 0 & 7th _____

In the space below, provide the exact dates you are appealing, as well as the reason(s) for each appeal. You may use additional space on the back of the form or attach your statement. You must also provide documentation for each date that you are appealing.

We, the undersigned, are aware of the rights under the Palisades Charter High School Attendance policy for appeals and mitigation. We are also aware that if the appeal is denied the student may receive failing marks for the class in which excessive absences and/or tardies have been accumulated.

Student Signature

Parent/Guardian Name

Date

Parent/Guardian Signature

Date

DEADLINE: NOVEMBER 30, 2018 – 3:00 PM IN THE ATTENDANCE OFFICE