

**Weston High School
NC-Grade Attendance Appeal
Form**

If you believe your absences were due to extenuating circumstances, you have the right to submit an appeal of your NC grade/s to your Guidance Counselor, within five (5) school days from the posting of report cards. A committee will then review your request.

This option may only be used for a second NC in a full-year course, a first NC in a semester course, or a first NC in a course during senior year. After completing and submitting this appeals form, with the appropriate documentation. The committee's decision is final, and may only be appealed to the principal.

A student who fails to initiate the appeal within 5 days loses the right to appeal.

Student's Name: _____ Student Grade: _____
_____ Student's Guidance Counselor: _____

Course: _____ Teacher: _____

Course: _____ Teacher: _____

Course: _____ Teacher: _____

Course: _____ Teacher: _____

Course: _____ Teacher: _____

Course: _____ Teacher: _____

Date of Appeal: _____ Quarter: _____

Please make sure all documentation supporting the absences has been submitted to your guidance counselor or the school nurse if appropriate. (This will insure a complete and timely review.) Please provide below a written explanation of the reason for your appeal.

Studentsignature: _____ Parent/Guardiangnature: _____

Nurse signature (if applicable): _____

Committee's Review: The following decision has been rendered on this appeal:

Appeal Granted _____ Appeal Denied _____

Asst. Principal's Signature: _____ Date _____

Guidance will adjust records accordingly and notify student/parent of appeal decision by mail:
Guidance Staff Signature: _____ Appeal decision mailed date: _____

Weston High School

NC-Grade Attendance Appeal Form Attendance Appeals:

In some cases, the student may have good cause to appeal the grade of NC. The student must complete an appeals form, following the procedures outlined below.

Appeal Procedures

1. The student should print a copy of his/her attendance from the Infinite Campus Student Portal
2. The student must complete the written appeal form.
3. The student should indicate which subject(s) is/are being appealed, including the name of the teacher(s).
4. The student should submit the form and all relevant information to his/her Guidance Counselor. S/he should indicate the reason(s) for absences on specific dates, as well as any pertinent supporting documentation that refers to the dates and reasons for absences. If supporting documentation, e.g., medical notes have already been submitted to the nurse's office, the student should state this and the dates they were submitted for and attain the nurse's signature.
5. The deadline for submitting an appeal to the Guidance Office is 3:00 p.m. of the 5th school day following the issuance of report cards.

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