

Prairie Vista Middle School
Attendance Make-up Appeal Information and Process / 2009.10

Below you will find the Attendance Appeal Information and Process as set by the Attendance Committee:

Principal's Plan: Students make-up time for all attendance accrued per class which results in a student's attendance being below the 90% by attending Saturday make-up dates without any expense to the parents. Attendance make-up is completed by semesters and letters are sent home each six weeks. Attendance information and Saturday make-up hours are posted on the website as well as given to each student at beginning of each school year. Information and Saturday schedules are explained to students during class meetings and to parents at open-house.

Attendance Appeal Level 1: Automatic Appeal Granted - in conjunction with the Principal's Plan

- In conjunction with the principal's plan, an automatic appeal is granted in the form of reducing the amount of time a student owes.
- This means that the time a student owes is cut in half, resulting in 30 minutes (.5) for each hour a student is over in attendance for a class. For example, if a student is over 1 hour in a class, it is recorded as 30 minutes (.5) on the letters sent home.
- This automatic granted appeal is to include extenuating circumstances:
 - documented absences that result in an excused absences;
 - documented health-care absences;
 - documented family emergencies;
 - documented absences that are beyond the student's or parent's control; and / or
 - documented passing grades.

Attendance Appeal Level 2: Attendance Committee Appeal Process Required - Two types of appeals

- An appeal form is be filled out and submitted on or before the thirtieth (30) after the last day of classes of each semester. It is best to submit the forms as soon as possible. You may or you may not be required to meet with the Attendance Committee.
- There are **two** appeal forms: Both appeal forms are posted on the school's website.
 - **(1) Appeal form for documented absences that go beyond extenuating circumstances** such as, but not limited to: a death in the immediate family, a student battling a permanent disability and/or a long-term illnesses that requires extensive, ongoing treatment.
 - **(2) Appeal form for students who did not complete the principal's plan.**

Additional Information:

- Know that submitting an appeal form does not guarantee approval. The appeal will be reviewed according to the information provided, student's attendance and other pertinent information. The appeal may be denied, denied/approved in part, or approved. The appeal committee may also approve or approve in part an appeal with additional terms and conditions as determined by the appeal committee.
- Please know that the goal of Prairie Vista is for each student to be in compliance with the State's Compulsory Attendance Law.
- Failure to be in compliance with the State's Compulsory Law will result in your student being required to attend summer school at the parent's expense. Because we do not want that to happen, we have created a plan based on semesters with six weeks notification to **ensure** that no one has to attend summer school for attendance reasons.
- In the event you do not agree with the decision of the Attendance Committee, you may submit a letter to the school principal within 3 school days of receiving notification from the Attendance Committee, providing a detailed, valid explanation of why you disagree and any other information to be considered.

Feel free to contact the school and/or set an appointment with Matt Calkins, Assistant Principal for attendance ,if you have questions at 817 / 847-9210.