

ATTENDANCE  
ATTENDANCE FOR CREDIT

FEC  
(EXHIBIT)

EXHIBIT D

CAMPUS ATTENDANCE REVIEW COMMITTEE APPEAL FORM  
FOR EXTENUATING CIRCUMSTANCES

**All Appeal Forms may be submitted at any time, but no later than 30 calendar days after the last day of each semester without exception. [See FEC (LOCAL)].**

**Printed Student Name and ID number:** \_\_\_\_\_

**Date and Time submitted to Campus Administrator:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

1. Parents/Guardians and Students shall submit an Attendance Appeal Form to the Campus Attendance Committee, when extenuating circumstances exist that warrant consideration when a student's attendance drops below 90% (percent) of the days the class is offered.

Extenuating circumstances:

- If makeup work is completed satisfactorily, excused absences that are allowed under compulsory attendance requirements shall be considered days of attendance for award of credit or final grade. [See FEA(LEGAL) at EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE DETERMINATIONS.]
- A transfer or migrant student incurs absences only after his or her enrollment in the District.
- The acceptability and authenticity of documented reasons for the student's absences.
- The absences were for reasons out of the student's or parent's control.
- The student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

Completed Appeal Forms with supporting documentation will be reviewed by the Campus Attendance Committee. Supporting documentation must be submitted with all Appeal Forms. The Campus Attendance Committee may grant approval to include conditions, or may grant a denial. All Campus Attendance Appeal decisions will be communicated to the Parent/Guardian, Student, Counselor, Registrar, Campus Principal and the Assistant Principal by written notification of email and/or mail.

Please complete and submit the following:

Details of the extenuating circumstance in **legible form** and **use the back of this form** if needed:

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**Appeals are not complete without attaching supporting documentation.**

**Parent Printed Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Parent email and phone number:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Attendance Committee Review Date:** \_\_\_\_\_