

## **Boswell High School Attendance 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 the each semester without exception. (See FEC Local)**

**Printed Student Name and ID number:**

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**Date and Time submitted to Assistant Principal or Michael Blue:**

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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 such as, but not limited to: when a student experiences a personal illness that require extensive and/or ongoing medical treatments, or the death of an immediate family member.

Completed Appeal Forms with supporting documentation will be reviewed by 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 Committee Appeal decisions will be communicated to the Parent/Guardian, Student, Counselor, Registrar, and the Assistant Principal. Please complete and submit the following: Details of the extenuating circumstance in legible form and use the back of this form if needed:

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

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

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

Parent Contact Information: \_\_\_\_\_

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

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