

## Appeal of Attendance Recording

Name: \_\_\_\_\_ Id: \_\_\_\_\_ Gr: \_\_\_\_\_

**Part I. Unexcused absence dates**

| <u>DATES</u> | <u>REASON</u> | <u>NOTE(S) ATTACHED</u> |                       |
|--------------|---------------|-------------------------|-----------------------|
|              |               | <u>Y/N</u>              | <u>Approve/Denied</u> |
|              |               |                         |                       |
|              |               |                         |                       |
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|              |               |                         |                       |

A commitment to school attendance is an essential component of a quality learning experience and regular attendance and engagement are required in order to demonstrate mastery of the material. Please state your commitment to attend regularly and engage in all classroom instruction. Be specific how you will work to improve your attendance and master the material presented.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Part II. Parent/Guardian: Please attach all related documentation when applicable. (doctor/medical notes, etc.)**

Parent/Guardian Signature: \_\_\_\_\_ Contact Number(s): \_\_\_\_\_

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

**Part III. Attendance Secretary Review: Review unlawful absences.**

Please check:  Appeal granted (unlawful absences meet MCPS attendance guidelines and record updated)  
 Absences unlawful and Attendance Intervention Plan Form required (refer to counselor/administrator)

Attendance Secretary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part IV. Counselor/Administrator Review: Review Intervention Plan Form and requirements**

Please check:  Attendance Intervention Plan Form Completed  
 Other circumstances apply

\_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part V. Administrator Decision:**

Appeal Granted       Appeal Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

