



Arcadia High School
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Audit Appeal Letter Process

Your child was placed on an attendance (loss of credit) contract this semester. As an additional intervention, this letter reviews the audit appeal letter process. It is the responsibility of the student to present evidence that would indicate justification for credit. The consideration for receiving credit must be appealed by writing **1 letter** that addresses **EACH CLASS** (10+ Absences or Tardies) that is affected:

Letter to the Attendance Appeal Committee must address the following:

- **Current Passing Grade:** Go to StudentVue and click on the "Gradebook" which shows current grades. Please print this off and turn in with your Appeal Letter.
- Improvement in attendance in **ALL** classes affected by Attendance (Loss of Credit) Status (there are no more unexcused absences/tardies and excused absences have been verified with medical documentation).

Note: *Any subsequent violations in other classes have resulted in automatic placement on loss of credit status and must also be addressed in the letter of appeal*

- No disciplinary referrals from ALL classes affected by Attendance (Loss of Credit) Status

Note: *Specifics will be determined by administration through disciplinary records*

Please note that the written appeal letter must be received by the attendance office no later than **2:30 p.m. on Monday, May 14, 2018**.

The Attendance Appeal Committee will meet to review the appeal and the student/family will be notified no later than **11:30 a.m. on Thursday, May 24, 2018** (the last day of finals) of the determination. Your teacher in your last Final Exam class will hand you the determination letter from the Attendance Committee.

If credit is denied in one or more classes:

- You will need to make an appointment to meet with your grade level administrator between May 29th and June 14th. Appointments will **NOT** be scheduled outside of this date range.
- **Seniors:** Have been communicated with by their guidance counselor.
- **Freshman, Sophomores, & Juniors:** You will need to make up this credit in either summer school or in the 2018-2019 school year.

See sample letter on the next page (**This must be written in English**).

Sample Student Attendance Appeal Letter

Note: *This sample letter is a guide. Please be as specific as possible in your letter and provide any additional documentation (i.e. doctor notes) that AHS doesn't already have on file.*

Date_____ **Student Name**_____ **Student #**_____ **Grade**_____

As a student at Arcadia High School, I understand that it is my responsibility to be in class, on time and doing what is necessary to get good grades. When I was placed on the Attendance (Loss of Credit) Contract, I realized that I was not doing what is expected. I accept full responsibility for my previous actions and have changed my attendance to be in line with the school's/District's expectation. I would like to appeal to the committee that I should be allowed to earn credit due to the following reasons:

- I have not had any further attendance concerns since being placed on the contract. I was out 3 days after the date of the contract, but I have provided medical documentation to the attendance office for those three days.
- Going into my finals, I am passing all of my classes.
- Examples to address behavior:

I have not had any discipline referrals since being placed on the contract

OR

I have not had any discipline referrals this semester at all.

Thank you for your consideration regarding this appeal process.

Printed Name

Student Signature
