



MERRITT ISLAND HIGH SCHOOL

FAILURE DUE TO ABSENCES APPEAL INSTRUCTIONS

To be considered for an FA Appeal, the packet needs to be completed and submitted digitally or turned in to the Dean's Office by January 11th, 2021.

TO COMPLETE THE FA APPEALS PACKET:

1. The Dean's office will contact you if you have a class with absences that exceeds the four (4) allowable days.
2. Either complete the paper copy OR use the QR code/link to submit a digital packet.
3. Use your FOCUS account to find all necessary information and determine potential earned grade and total absences.
4. Finish by completing the student statement and having your parent sign/digitally sign.



SCAN ME

<https://forms.gle/kzCYmfVZXfe591kV6>



SECONDARY ATTENDANCE APPEAL POLICY

THE SCHOOL BOARD POLICY 5200 STATES: A STUDENT WHO IS ABSENCE MORE THAN NINE (9) DAYS WITHIN A SEMESTER OR FOUR (4) DAYS A QUARTER FOR BLOCK SCHEDULE SCHOOLS WILL NOT RECEIVE A PASSING GRADE FOR THE SEMESTER IN ACCORDANCE WITH FLORIDA STATUTE UNLESS ABSENCES ARE APPROVED

Students who are in jeopardy of not receiving course credit due to exceeding the four (4) day per semester attendance policy may apply for an attendance appeal. Absences NOT counting toward the nine (9)/four (4) day attendance policy are court dates, religious holidays, illness with medical documentation, and chronic and extended illness.

The Attendance Appeal Committee consists of at least three to five (3-5) persons. Appropriate committee personnel include: an administrator, guidance counselor, attendance clerk, and teachers.

Appeal Application packets for all students will be available in the Dean's Office and online. The packet must be completed and returned to the office no later than October 16th, a minimum of two weeks prior to the end of the grading period.

Parents/students will be notified within one (1) week of the appeal committee decision



Completed waiver packet is due by Monday, January 11th, 2021

Date submitted: _____

2020-2021 Secondary Student Attendance Waiver Packet

Name: _____ Grade: _____

Please list your Winter 2020-2021 Schedule in its entirety and have your teachers complete their section.

Period	Course Name	Letter Grade Earned	Total <u>UNEXCUSED</u> Absences (include only A, E, P, S, & U codes in AS400)	Teacher Signature (see # 3 below)
1				
2				
3				
4				
5				
6				
7				

- (1) The entire top portion of this page must be completed in order for your appeal to be reviewed.
- (2) The student essay page must be signed by a parent/guardian and have a current phone number listed. The essay should be written **ONLY** on the paper provided. Essays on any other paper will not be accepted.
- (3) Please have your teachers submit comments (other than grades and # of absences) by email to Mr. Hoppenbrouwer, Assistant Principal.
- (4) Please turn your packet into the Dean's office on the due date listed above.

You will be notified of the committee's decision no later than the end of the grading period.

ANY INCOMPLETE SPACES ABOVE WILL BE CAUSE FOR DENIAL.

**FAILURE TO COMPLETE THE STUDENT STATEMENT PAGE
WILL INVALIDATE YOUR WAIVER REQUEST.**

PLEASE COMPLETE FRONT AND BACK OF THIS PACKET

Completed waiver packet is due by Monday, January 11th, 2021

Date submitted: _____

I acknowledge that my son/daughter is applying for an attendance waiver during the **Winter semester** of the 2020-2021 school year.

Parent/Guardian

Date

Home Telephone

Work Telephone

SECONDARY STUDENT STATEMENT PAGE

1. **Please explain**, “What is the **SPECIFIC REASON** you have exceeded the number of absences permitted **for EACH class period.**”
2. **Please explain**, “Why do you believe you should be considered for an appeal to the attendance policy to receive full course credit”.
3. You are invited to include any documentation that you believe will assist you in your efforts to receive this appeal.

Dear Attendance Appeal Committee:

PLEASE COMPLETE FRONT AND BACK OF THIS PACKET