

**Deadline for submitting an appeal:
2:30 pm on January 9, 2015 (FRIDAY)**

**West Mecklenburg High School
First Semester Attendance Appeal Form**

To receive credit for a course in which the student has missed more than 10 days, a student must pass the course academically *AND* complete the required number of hours for attendance recovery *OR* have an appeal granted by the Appeals Committee based on extenuating circumstances.

(A/B day classes may only be appealed second semester. All appeals must be listed on ONE form. Appeals received after the deadline will not be reviewed.)

Students must *NEATLY* complete the appeal form. Unreadable appeal forms will not be considered.

Student Name _____ ID# _____ Homeroom Grade _____

Course(s) Appealing	Period	Teacher's Name
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Explain in detail your reasons for absences in each class. You may attach another sheet for more explanation if you choose. **NOTE: All excused absence documentation such as doctor notes should be submitted to the Attendance Office prior to submitting an attendance appeal.**

Student Signature _____ Date _____