



2022-2023 EXTENUATING ABSENCES APPEAL

Date _____ School _____

Student Name _____ Grade Level (2022-2023) _____

Parent/Guardian Name _____

Phone (_____) _____ Email Address _____@_____.com

Families whose students have experienced extenuating circumstances during the school year and failed a course(s) due to excessive absences may make a formal appeal requesting an attendance requirement waiver. Parent/guardian must complete an Extenuating Absences Appeal and attach any supporting documentation which will be considered by the Hearing officer and two other district personnel. *The decision of the committee is final. See pages 6 & 7 of the 2021-2023 Procedures & Policies for Parents and Students.*

Parent/Legal Guardian **must initial** next to each statement acknowledging they understand and agree to each statement.

- _____ A student must have passed the course to be considered for an appeal.
- _____ Parent/Legal Guardian must complete the Formal Appeal by the first 15 days of the next academic year.
- _____ Athletic eligibility is determined by LHSAA guidance (High School) and JPS District Policy (Middle School).
- _____ Material misrepresentations, omissions, and/or forged documents will result in denial of the appeal.
- _____ Parent/Legal Guardian may attach supporting documents.

Reason for Appeal In the area provided below, **thoroughly** explain the extenuating circumstances that prevented the student from attending school the required number of instructional minutes. (Additional space is provided on the back of this page)

Parent's Signature _____ Date _____

Course	Grade Earned	Teacher's Name
	A B C D	
	A B C D	
	A B C D	
	A B C D	
	A B C D	
	A B C D	
	A B C D	
	A B C D	

Principal's Signature _____ Date _____

Request Approved Reason for denial: _____

Request Denied Hearing Officer Signature _____
District Personnel Signature _____ District Personnel Signature _____
Date _____

**Schools must submit the completed form to stephanie.punch@jpschools.org
Approval/denial notification will be provided to the parent/guardian and school**

Completed by Parent/Guardian

Completed by School

Completed by Hearing Officer

