

**Wakefield High School  
Attendance Policy Appeal Form**

*Wake County Public School Board Policy 6000.8 states that any student that has over 10 absences in a block schedule course is subject to failure in that particular course.*

This form is FOR:	This form is NOT FOR:
Students who have exceeded ten (10) absences in a block course and have extenuating circumstances on which to appeal the Attendance Policy. Students appealing the policy must have a passing average in the course.	Students who have a failing average in the course or who do not have extenuating circumstances which would cause the absences to be waived.

**If you wish to appeal the WCPSS Attendance Policy, please do the following:**

- Complete this form, and return it to Ms. Glover at the Attendance Office (if you are a ninth grader, you may turn it in to Ms. Poole at Student Services at the Ninth Grade Center)
- Attach a statement from the student explaining the absences and the rationale for waiver (see Question #3 below)
- Attach a statement from the parent/guardian supporting the waiver (see Question #4 below)
- Attach all supporting documentation
- Return this form and its attachments to the attendance office no later than **Friday January 13, 2012**
- **Appeal conferences will be held the morning of 1/19 and 1/20. If you receive notification of an appeal conference you must report at the time assigned. Conferences will last 5-10 minutes and will provide the student the opportunity to present any more needed information to the committee and answer any questions the committee may have.**

Your attendance records, disciplinary history, and teacher recommendations will be considered in making a decision on your appeal. You will be notified by mail of the decision. Please note that appeals can only be decided after all final grades in a course have been turned in.

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

1) List the courses for which you are requesting an appeal

Courses	Teacher Name	Current Grade

2) Have you previously completed an appeal of the WCPSS Attendance Policy?  Yes  No  
If you marked "Yes," please list the semester, school, and reason for appeal.

3) Please explain the extenuating circumstances you feel should result in a waiver of the WCPSS Attendance Policy allowing you to receive the grade you earned in spite of your excessive absences. You should attach this explanation to your "Attendance Appeals Form." With the explanation, please attach all medical or legal documentation that is not already on file in the Attendance Office. Please note, if you are saying that you missed over ten days of a class because of a chronic medical condition, you need to submit a note from a doctor on their letterhead explaining the nature of the condition and the particular days missed because of the condition.

4) Attach a statement from your parent or guardian supporting your appeal request

5) What is the name of the staff member that we should contact who has been working with you this semester regarding your attendance issues? \_\_\_\_\_. You can also ask teachers to write a statement supporting your appeal. Please attach any teacher statements with this form

**All parts (#1-5) MUST be addressed for appeal consideration.**

Forms are due no later than **Friday, January 13, 2011**

Melody Glover, [mglover@wcpss.net](mailto:mglover@wcpss.net), 919-562-3620 (main campus), Donna Poole, [dpoole@wcpss.net](mailto:dpoole@wcpss.net) 919-570-2204 (9<sup>th</sup> grade center)