

**EXETER HIGH SCHOOL ATTENDANCE
APPEAL PROCEDURE**

A student who has received an Administrative Failure (AF) will have the right to appeal to the Attendance Appeal Board. The Board will be comprised of the following: an assistant principal (tie breaking vote only), two faculty, one guidance counselor, one special educator, one nurse and two peers (optional). **Note: Any student who cuts a class or is truant, will lose his or her right to appeal the AF.**

1. The student will complete the necessary paperwork (see attached Absence Appeal Form) for each class for which he or she is appealing his or her absences.
2. The student will then submit this paperwork to the Attendance Appeal Board Chairperson.
3. The chairperson will review documentation and set a date for the student to present.
4. After review and presentation, the Attendance Appeal Board will make a decision.
5. A student must have all documentation and records pertaining to absences complete before arrangements to be heard by the Board can take place.
6. A student can only file an appeal for a class in which he or she is currently earning a passing grade.
7. Any absence due to truancy will result in a student losing the right to appeal and an Administrative Failure (AF) grade will be issued.

Law Reference:

Appendix Reference:

Date Adopted: December 14, 2006

Revision Dates: February 2008

Last Review Date: February 2008

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ABSENCE APPEAL FORM

Name of student _____ Date _____

Class appealing _____

Current grade in class _____

Teacher verification of absences (initials) _____

Date(s) of absence	Reason(s)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Attendance Appeal Board Decision _____

Date _____ Approved/Denied

Comments _____

