



Student Guide to Attendance Appeals

The attendance policy of Windsor High School is available online. A student can be placed on a no-credit status for any class as a result of lack of attendance (defined as ten or more absences per class per semester). As stated by the policy, students may appeal their no-credit status if extenuating circumstances exist. These circumstances include factors beyond the student's control (e.g., family emergency, serious illness, family, death, etc.) and must be documented.

The student must file an appeal on forms available from the Dean of Students according to the deadlines presented on the forms. The Dean of Students is available to answer questions for students and parents preparing attendance appeals. All supporting documentation from third parties must be included with the appeal submitted by the student to the Dean of Students. Without documentation, the appeal may not be successful. The following are examples of documentation: physician's record, funeral announcement, police reports, accident reports, disability documents, letter of support from faculty, counselor, and/or family. You are not limited to these types of documentation. Include any evidence of the circumstances that led to poor school attendance for that class. The Dean of Students will contact the teacher for the class and obtain grade information and recommendation for approval or denial of the appeal.

Appeals not received by the Dean of Students by the deadline will not be considered by the committee.

An attendance appeal will be examined for:

- clear and precise explanation of events causing poor school attendance,
- clearly documented extenuating circumstances,
- evidence that the student has identified and addressed the reasons leading to poor attendance,
- demonstration of continued progress in meeting essential standards in the course curriculum through assignments, exams, and other evaluations.

All attendance appeals will be reviewed by administration. If needed, the review may be forwarded to a panel of teachers for additional feedback. The decision of the review will be considered final.

If the student passed the class:

- A successful appeal will grant the credit and the grade earned for the class
- An unsuccessful appeal will change the grade to an NG and no grade or credit will be earned for the class

If the student failed the class:

- A successful appeal will change the grade from an F to an NG and will not impact the student's GPA.
- An unsuccessful appeal will cause the F to remain on the transcript and calculate into the student's GPA.

In addition, it is strongly recommended that the student meet with the Dean of Students and a counselor to create a plan for improved attendance.

All appeal files shall remain in the Dean of Students office following committee action. For more information, please contact the Dean of Students at (970) 686-8115.