



Attendance Policy/Appeal Form

The school board approved attendance policy for Henry County Public Schools states for absences not attributable to a death in the immediate family, a subpoenaed court appearance, a verified chronic medical condition, school sponsored activities, or prearranged with the principal or designee, cumulative individual class absences in excess of two (2) days every thirty (30) days of instruction/six (6) weeks grading period shall result in loss of credit. In an attempt to consider other extenuating circumstances, Henry County high schools principals will allow an appeal of loss of credit due to unexcused absences (those absences not covered in the above mentioned policy). Appeals will be accepted at the end of each grading period and/or before the end of the semester. All appeals must be submitted no later than five (5) business days prior to the end of the semester. Additionally, appeals will be considered for no more than one (1) grading period each semester.

Name of School: **MAGNA VISTA HIGH SCHOOL**

Dates of Absence: _____

Student Name: _____ Grade: _____

Phone: _____ Address: _____

Please circle the one that applies: 1st 2nd 3rd 4th 5th 6th six weeks

Specify the extenuating circumstances explaining the absences and rationale that needs to be taken into consideration for a waiver of the attendance policy. Attach applicable supporting documents if not already on file.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

For School Use Only

Approved

Denied

Principal's Signature: _____

Date of Review: _____