

Henry County Public Schools Attendance Policy & High School Attendance/Credit Appeal Form

Henry County Public Schools attendance policy JED states: Parents of students who are absent must inform the school of the reason for the absence no later than upon the student's return to school. Absences are excused for the following reasons:

- ☐ Death in the immediate family,
- ☐ Subpoenaed court appearance, or
- ☐ Verified note from a doctor

Any student who accumulates (5) unexcused absences in a class, in one grading semester, shall lose credit for the class in which five (5) unexcused absences have occurred. Each semester is comprised of ninety (90) days of instruction/eighteen (18) weeks of instruction. With the exception of school sponsored activities, or absences prearranged with the principal or designee, all absences which occur and are not listed as an excused absence in School Board Policy JED, are considered unexcused absences. In an attempt to consider other extenuating circumstances, Henry County high school students are allowed to appeal the loss of credit due to unexcused absences to the principal. Appeals will be accepted at the end of each semester. All appeals must be submitted no later than five (5) business days prior to the end of the semester. Appeals will not be excepted for students with a total of nine (9) unexcused days in a semester, however discretion may be used by the principal for extenuating circumstances.

Name of School: _____

Dates of Absences: _____

Student Name: _____ Grade: _____

Phone: _____ Address: _____

Please circle the grading period that applies: First Semester/Second Semester

Specify the extenuating circumstances explaining the absences and rationale that needs to be taken into consideration for possible credit approval. Attach applicable supporting documents if not already on file.

Student signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

For School Use Only

☐ Approved

Principal's Signature: _____

☐ Denied

Date of Review: _____