

# Drury High School Loss-of-Credit Appeal Form 2017-2018

**As written on pages 5-6 of the Drury High School Student Handbook:** A student with undocumented absences for 15 days or more for a year-long course (or 8 or more days for a semester-long course) will not receive credit for that course. Approved documentation includes medical documentation, court appearances, military obligations, or the equivalent. Notes from parents or relatives do not count as official documentation for attendance purposes, but such notes are useful as communication tools with the Drury main office. Students will not be penalized for school-related absences such as field trips, assemblies, job shadowing opportunities, and suspensions from school.

Students who exceed the maximum number of allowable days absent will lose credit for the course and have their grade changed to an FA (failure due to absence) and will not be allowed to attend dances or other after-school celebrations. Students may appeal the loss of credit and FA designation by completing the appeal form within 15 days of the loss of credit notification and submitting it to the Drury principal. The administration will consider unusual circumstances should a student choose to appeal the lack of credit. The student will be responsible for providing documentation to support his/her appeal. The outcome of the appeal may result in an attendance plan for the student which could include the expectation of Saturday school sessions and/or summer credit recovery programs.

*To appeal a loss of credit due to absences, please complete the relevant portions below and submit this form to the Drury High School main office.*

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

**Course(s) in which no credit was granted due to excessive absences:**

\_\_\_\_\_  
\_\_\_\_\_

**Statement of Appeal.** *Please explain below or in an attached statement the extenuating circumstances that you think should be considered by the administration – attach all documentation as needed to make your case. The administration will inform you of their decision or will reach out for a meeting to discuss next steps.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## Section Below for Administrative Use Only

Appeal considered by (initial here):

Administrative Determination:

No credit

No credit / attendance plan must be developed

Additional documentation needed before determination can be made

Credit will be awarded contingent on [comment below]

Credit awarded

Comments: