

Attendance Waiver Request for 2nd Semester Classes

Semester 2 and year long class absences only in excess of 9 days.

DUE MAY 16th – Math 26th, 2022 for 12th GRADE

(will not be accepted after Thursday, May 26th)

DUE MAY 16th – MAY 31st, 2022 for 9th – 11th GRADES

(will not be accepted after Thursday, June 2nd)

<i>Administrator Use Only</i>
Approval: YES/NO
Not Needed: _____
Attendance Recovery _____
of blocks applied _____
Other _____

DATE: _____

STUDENT'S NAME: _____

STUDENT ID: _____ DATE OF BIRTH: _____ GRADE _____

PARENT/GUARDIAN: _____

PARENT/GUARDIAN ADDRESS: _____

PARENT/GUARDIAN TELEPHONE: HOME/CELL: _____ WORK: _____

School Attendance Policy

Number of Allowable Absences

In order to remain eligible for course credit, students are limited to nine (9) unexcused absences per semester class or for a class that meets every other day during the school year. Students are limited to eighteen (18) unexcused absences for a class that meets every day during the school year. Students exceeding the number of unexcused absences per class will forfeit credit for the course regardless of their course grade, but may earn credit through one of the following recover options:

- a) Repeat the course successfully in summer school, or
- b) Repeat the course successfully in a subsequent school term.

Absence Verification

The parent is required to verify any absence (within three (3) school days) upon the student's return to school. Extended absences due to illness may require medical documentation. All documentation will be retained until the end of the school year. If documentation of an absence is not received within the three-day timeframe, the absences will be considered unverified. Unverified absences within the appropriate timeframe will not be considered for an attendance waiver at the end of the school year.

Attendance Waiver

The principal may consider a request for a waiver of the attendance regulation for extenuating circumstances beyond the parent's and/or student's control. However, only verified absences will be considered for an attendance waiver. Each waiver request will be considered on an individual basis, taking into consideration documentation provided and extenuating circumstance. The principal may request that the parent or adult student provide documentation from a medical professional when absences due to illness are excessive and/or a pattern appears to exist.

SIGNATURE OF PARENT/GUARDIAN: _____ DATE: _____

SIGNATURE OF PRINCIPAL/DESIGNEE: _____ DATE: _____

***Please attach any other relevant documentation or explanation pertaining to the attendance waiver.**

LIST BELOW THE CASES THAT YOU WOULD LIKE TO BE CONSIDERED FOR AN ATTENDANCE WAIVER:

ADMINSTRATOR USE ONLY Approval Section to be completed by GHS PERSONNEL

Parent: List classes below that you would like to be considered for an attendance waiver and the extenuating circumstance(s) related. Please note if your student attended and would like to apply attendance recovery to a course.	Attendance Waiver APPROVED	Attendance Waiver NOT NEEDED	Attendance Waiver DENIED
<p>Class 1:</p> <p>Reason:</p> <p>Attendance Recovery: (circle one) YES NO Dates Attended: _____ # Recovery Blocks Applied: _____</p>		<p>__ Student is currently failing the course.</p> <p>_ Student did not exceed absences</p>	<p>_ Student has a passing grade in class (Admin Failure)</p> <p>_ The Student has excessive unexcused absences and/or tardies.</p>
<p>Class 2:</p> <p>Reason:</p> <p>Attendance Recovery: (circle one) YES NO Dates Attended: _____ # Recovery Blocks Applied: _____</p>		<p>__ Student is currently failing the course.</p> <p>_ Student did not exceed absences</p>	<p>_ Student has a passing grade in class (Admin Failure)</p> <p>_ The Student has excessive unexcused absences and/or tardies.</p>
<p>Class 3:</p> <p>Reason:</p> <p>Attendance Recovery: (circle one) YES NO Dates Attended: _____ # Recovery Blocks Applied: _____</p>		<p>__ Student is currently failing the course.</p> <p>_ Student did not exceed absences</p>	<p>_ Student has a passing grade in class (Admin Failure)</p> <p>_ The Student has excessive unexcused absences and/or tardies.</p>
<p>Class 4:</p> <p>Reason:</p> <p>Attendance Recovery: (circle one) YES NO Dates Attended: _____ # Recovery Blocks Applied: _____</p>		<p>__ Student is currently failing the course.</p> <p>_ Student did not exceed absences</p>	<p>_ Student has a passing grade in class (Admin Failure)</p> <p>_ The Student has excessive unexcused absences and/or tardies.</p>
<p>Class 5:</p> <p>Reason:</p> <p>Attendance Recovery: (circle one) YES NO Dates Attended: _____ # Recovery Blocks Applied: _____</p>		<p>__ Student is currently failing the course.</p> <p>_ Student did not exceed absences</p>	<p>_ Student has a passing grade in class (Admin Failure)</p> <p>_ The Student has excessive unexcused absences and/or tardies.</p>