Academic Probation Appeal Form and Letter

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Phone Number(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Information Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Complete the information regarding your classes below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Class  Period | Teacher | Number of Absences | Number of Tardies | Current Grade in Class | Teacher’s  Initials |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5/6 |  |  |  |  |  |
| 6/7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |

Parent signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Attach a typed/legible letter explaining your absences and provide information to the attendance committee on why you deserve to keep your credit. (See sample letter.) Letters must be submitted within 10 day of receipt of Attendance Letter.

\*Decisions regarding next steps as to whether there will be o action, you will continue on probation, or receive a citation, will be made 30 days after the appeal is received. Decisions regarding whether you will be denied or granted credit will be made by the end of the semester

**Sample Appeal Letter:** A brief description explaining the absences/tardies and a plan of correction

Dear Attendance Committee;

I am writing this letter of appeal in response to my attendance this past semester. I am fully aware of the attendance policy set forth by the school and the district as well as the fact that it is state law. I also am aware that attendance in school is directly related to my success as a student and I take this responsibility seriously. My education is my responsibility and it is something that I will need in my life to become a productive member of society and to reach the goals I have set for myself.

Over the past semester, I have had absences for the following reasons. In February, I came down with Strep Throat and missed four days of school. In early March, I again was sick for two days with a sinus infection. On three occasions, I was late to class, thus attributing to my total attendance marks. Though I know this is not good to do, it was a mistake, and one I plan on not doing in the future. Please look at my attendance record and note that most of my attendance marks are excused and does not exhibit a truancy problem. They are truly legit.

I know how important it is to attend school and classes to prepare me for my future. I will work diligently in the future to ensure I minimize the absences that I have so that I do not have to be placed on attendance probation again.

I currently am passing all my classes, and sincerely hope that the committee understands my circumstances, and also knows I will do my best not to be in this situation in the future.

Sincerely,