

## IMPORTANT INFORMATION

### What is a CREDIT APPEAL?

Students with **three** or more *unexcused* absences in any credit course in the *fall* and **four** or more *unexcused* absences in the *spring* will have their credit withheld and an asterisk \* will appear on the student's report card. This is a credit issue, not a pass or fail issue. Therefore, although you passed the course, it will **not count toward graduation.**

### FREQUENTLY ASKED QUESTIONS

1. How does a student appeal to get credit(s) restored?  
A student who has had credit denied for a class in the current semester may file a credit appeal if:
  - a. The student has earned a **passing** semester grade in the class **AND**
  - b. No more than (3) days' total notes from parents are submitted (other notes will have to be from doctors or legal entities) **within the credit appeal application deadline AND**
  - c. Are determined to be valid by the School Attendance Committee.
2. What are some common reasons that the committee would deny a credit appeal?  
The School Attendance Committee will deny a credit appeal for the following reasons:
  - a. The excuse(s) **are not** based on personal illness, death of a family member, student health services or family or student counseling appointments, authorized school-sponsored activities, required court appearance or Religious Holy Days/Activities.
  - b. The credit appeal application was late or incomplete or had insufficient documentation.
  - c. The credit appeal application had more than (3) days' parent notes.
  - d. The student left campus without following the proper check-out procedures. This mainly applies to single period absences.
  - e. The student did not complete the hours within assigned timeline.
3. What can I do if my credit appeal is denied?  
A student may appeal to the Dean of Students no later than 5 days after receipt of the denial notification. During the hearing the student should be prepared to defend all of the documentation that supports the extenuating circumstances.

### TIPS TO AVOID CREDIT APPEALS

1. Provide written documentation for your excused absence from your parent or legal guardian to your Family Office **within (3) days** of your absence. **After (3) days the absence will be marked unexcused.**
2. Check out properly before leaving campus. An unauthorized absence from school will be considered truancy and will be **unexcused.** **This includes leaving campus without following the proper check-out procedures.** This applies to any class(es) missed during the course of the day.
3. Monitor your absences each grading period. You can request an attendance report from your Family Office. If you think there is an error, talk with the teacher. A correction form must be filed by the teacher before the end of next grading cycle.