

Chapel Hill High School  
ATTENDANCE APPEAL NOTICE

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Based on our attendance records in PowerSchool, this student has 31 or more absences in the following class(s):

CLASS	TEACHER

Students who have 31 or more absences in any class for the year will receive a failing grade as indicated with an FF. In order to receive the grade earned, a student with 31 or more absences must submit an appeal to his or her Alpha Assistant Principal by Friday, June 1, 2018 before 4 pm.

The appeal process is as follows:

1. The student should review the copy of his/her attendance and attach the copy with the appeal letter.
2. The student should indicate which subject(s) is/are being appealed, including the name of the teacher(s).
3. The parent/student should submit a letter requesting an appeal and indicate the reason(s) for each unexcused absence on specific dates and include a general statement about excused absences. Please also include any pertinent supporting documentation that refers to the dates and reasons for unexcused absences.
4. The assistant principal will inform the parent, the student, and the teacher concerning the deadline for submitting an appeal and the decision regarding the appeal.

If you have any questions, please see your Alpha Administrator.

A – He Ms. Herrera  
A-125

Hi – P Ms. Hipps  
A-251

Q – Z Mr. Brown  
D-202

Chapel Hill Administration