

**FINAL APPEAL OF FAILURE DUE TO THE 90% ATTENDANCE RULE**  
**SECONDARY SCHOOLS**

\_\_\_\_\_ AND \_\_\_\_\_  
(Student Name) (Parent/Guardian Name)  
are requesting an administrative review of the absences during \_\_\_\_\_ semester for  
(Fall or Spring)

class period(s) impacted \_\_\_\_\_, due to potential failure for not meeting the 90% attendance requirement (WCSD Administrative Regulation 5113). The student must be able to pass the class in order to submit this appeal.

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is understood that the decision will be based on student's content knowledge, motivation, and maturity. It is also understood that the following three conditions will apply:

- Any further Unverified absence, or, if applicable, Domestic absence or Truancy, will result in an academic grade of "F" for the course(s).
- The student will successfully complete all make-up work according to a schedule developed cooperatively with the teacher(s).
- The student will successfully complete all subsequent class work and course requirements on time.

\_\_\_\_\_  
Student Signature (Date) Parent/Guardian Signature (Date)

\_\_\_\_\_  
Attendance Administrator (Date) School Name

**All work related to the appealed absence(s) has been completed by student. Teacher verification (please sign below)**

0° _____	5° _____
1° _____	6° _____
2° _____	7° _____
3° _____	8° _____
4° _____	9° _____

\_\_\_\_\_ This attendance appeal is granted. The student will receive the earned academic grade, providing the student meets all of the above conditions at the end of the semester. The absences reviewed will be coded as APP (appeal).

\_\_\_\_\_ This attendance appeal is denied. Circumstances do not warrant an exception to the WCSD's attendance policy.

\_\_\_\_\_  
Principal (Date) Supervising Administrator (Date)