



NO CREDIT APPEAL FOR ATTENDANCE

According to the MHS Student Handbook "A student will not receive credit for a course if he/she has in excess of twelve (12) absences in any course in which a student is enrolled during the semester . . . if a student exceeds the twelve (12) absences per class, a No Credit (NC) will be posted in place of a letter grade. In addition, the following language provides students the opportunity to present extenuating circumstances through an appeal process. An appeals committee will review the merits of the appeal and submit a final decision. The decision of the committee is final.

The language above was created with the intent of providing students and parents an opportunity to clearly articulate unique circumstances by providing evidence that would suggest the absences leading to a NO CREDIT situation were unavoidable. Other policies and procedures in the student handbook clearly outline the steps needed to maintain accurate and timely attendance records.

If for any reason, you feel that your situation should be considered as extenuating and your reasoning, explanation, and evidence suggests that absences were unavoidable, the appeal process below outlines the steps necessary to be considered for credit.

- A A formal letter must be written to the review committee explaining the extenuating circumstances. Be as specific and thorough as possible. Contact information such as email, phone, or home address should be included in the letter to facilitate the response to the appeal.
- B Any evidence supporting your circumstances including but not limited to letters, doctor's statements, receipts, invoices, or travel documents should be included in your appeal submission.
- C The attached Appeal form in addition to a printed copy of attendance from Parent Portal must accompany the formal letter submission to be considered.
- D The appeal letters/forms for the fall semester of 2013 should be dropped off in the main office of the school by January 8th at 3:30 P.M. labeled clearly *Attention: No Credit Appeal*. No electronic submissions will be accepted.

The Appeals Committee will convene on the afternoon of January 8, 2014, to begin examining the submissions. Should the committee have questions, a panel interview may be requested. The committee will consist of principals, teachers, and counselors. The determination will be made and communicated to students during the school day as soon as possible. This committee will have the final say in awarding credit. Their decision will be non appealable.

Student name: _____ Grade: 9 10 11 12



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CHECKLIST:

- Written letter explaining the nature of the extenuating circumstance
- Contact information (phone or email or home address)
- Printed student attendance from Parent Portal
- Supporting evidence

In certain cases, students may have spoken with counselors, teachers, or principals earlier in the semester to seek assistance in working through attendance issues that may have contributed to the NO CREDIT situation. In those instances, the committee would like to know the name(s) of individuals that are on staff that may be able to advocate for the student given their circumstances. Please list the name(s) of faculty members that are familiar with the situation that may advocate on your behalf:

Faculty Advocate: _____

Please list the classes, final grade, and teacher that qualifies for the NO CREDIT status:

Hour	Teacher	Course	Final Grade	#Absences	#Tardies
1					
2					
3					
4					
5					
6					
7					

Upon being informed of the decision regarding the appeal, it will be extremely important for the students to communicate with their counselor to adjust their schedule based upon needs for credit recovery or credits needed for graduation. This will be incumbent on the student.