

TRINITY LUTHERAN HIGH SCHOOL

7120 N. Co. Rd. 875 E.
Seymour, Indiana 47274



ABSENCE WAIVER/APPEAL FORM

TLHS ATTENDANCE POLICY

A student will receive NO CREDIT for a class upon a ELEVENTH ABSENCE, excused or unexcused, in that class during the semester.

TLHS APPEAL PROCEDURE

1. Upon the student's eleventh unexcused or excused absence, the parent/guardian may submit this appeal form to the office within one week of the eleventh absence. **After one week, any requests for an appeal will be denied.** Please fill out, in full, the information requested below and the reasons for absence (with documentation) on the reverse.
2. The attendance committee will review appeal forms and included documentation.
3. The attendance committee will meet with the parent/guardian and student following review of the documentation.

Date _____

Student Name _____ Grade _____

Address _____

Phone _____

*Attendance at school is vital for students to experience academic success. At the present time your son or daughter has missed over ten days in one or more classes. On the next page, please write a **detailed** explanation of why he or she has missed so many days of school and why you feel that they should be granted an absence waiver. Send in this completed form with your son or daughter. The attendance committee will review and call to set up a time to meet.*

THE NEXT PAGE MUST BE FILLED OUT IN ORDER TO APPEAL

