



# U.S. Grant High School

## No Credit Appeal For Attendance

According to the OKCPS Student Handbook, "A student should be in attendance at least 88% of the school days." If a student exceeds 10 unexcused absences in a semester, this attendance requirement has not been met and a No Credit (NC) may be assigned in place of the letter grade.

**Who should complete an appeal?**

- ❖ Any student who has exceeded 10 unexcused absences due to unavoidable circumstances (illness, injury, death of immediate family member, etc.).

**Please complete the information below and attach all requested documents.**

**Student Name:** \_\_\_\_\_ **Grade (Please Circle):** 9 10 11 12

**ID Number:** \_\_\_\_\_

**Class(es) for appeal:** \_\_\_\_\_

**CHECKLIST:**

- Written explanation** detailing the nature of 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.
- Supporting Evidence** (doctor’s notes, receipts, travel documents, etc.)
- The appeal letters and accompanying documents should be submitted to Mrs. Gonzalez in room A108. No electronic submissions will be accepted.
- Proof you have been doing your dragsheet if you were placed on one.
- Proof you have attended at least 3 tutoring sessions per class.

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/Staff Advocate: \_\_\_\_\_

Faculty/Staff Advocate: \_\_\_\_\_

The Appeals Committee will convene at the end of each semester 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 may not be appealed. Upon being informed of the decision regarding the appeal, it is extremely important for the student to communicate with his/her counselor to adjust schedules based upon needs for credit recovery or credits needed for graduation.