

Deadline for submitting an appeal:
Quarter 2 2023

ADMINISTRATOR Signature: _____
Date of Decision: ____/____/____

Manchester School District Attendance Appeal Form

Marking Period Attendance Appeal Form for Excused and Unexcused Absences

*A student may submit an attendance appeal if he/she has 5 or more absences in a class per marking period. To be considered for an appeal, a student must have completed all make-up work and be passing the course academically. **Students must fill out the Course Name, Teacher's Name, and Explanation. Both Parents and Students must sign as well.***

Name of Student	Grade	Course(s) Appealing	Teacher's Name	Approved/Denied
				Approved Denied
				Approved Denied
				Approved Denied
				Approved Denied
				Approved Denied
				Approved Denied
				Approved Denied
				Approved Denied

On the lines below, please explain in detail the reasons for absences. Students should be honest and reflect on their attendance and how they will improve it. Additional reasons for absence may be submitted on a separate sheet of paper.

Parent Signature _____ Date _____

Student Signature _____ Date Submitted ____/____/____

Note: All absence documentation, such as doctors' notes, subpoenas, etc., should be submitted to the principal's office prior to submitting an attendance appeal. An Attendance Plan may be required for an approved appeal.