

JACKSONVILLE HIGH SCHOOL REQUEST TO REVIEW ABSENCES Fall 2019

According to the Onslow County Board of Education Policy 4400, in order for a student to receive credit for a course, he/she must be in attendance for eighty (80) days per class period per semester. Accumulated absences over ten (10) days per class period per semester with extenuating circumstances must be documented by medical and/or legal paperwork and be submitted to the Principal or their designee. **A completed request to review absences does NOT mean that absences will be waived.** This form is simply a request for administration to review absences that have accumulated over the 10 days allowed per OCS policy. **If your student is served under a 504 plan, medical documentation and a request to review absences is still necessary. A 504 plan does not automatically waive student absences.**

Attendance counts for all classes regardless of whether or not it is needed for graduation. Any senior who receives an FF (attendance failure) in any class will forfeit the privilege of participating in graduation exercises and activities including project graduation.

*In order to have absences reviewed for credit under this policy, a student must complete this form and provide written documentation. **It is important to understand that this form is only good for the accumulated absences of more than ten (10).** Teachers will be notified if a student has met the requirements as determined by extenuating circumstances in order to receive credit for the respective class.*

**STUDENT MUST COMPLETE THE FOLLOWING AND TURN IN TO THE GUIDANCE OFFICE ON OR BEFORE
Feb 15th. NO LATE REQUEST FORMS WILL BE ACCEPTED.**

(Please Print Clearly)

Student's Last Name: _____ First Name: _____

Grade: _____ Impact Teacher: _____ I have a 504 Plan ___ Yes ___ No

<u>Period</u>	<u>Number of Absences</u>	<u>Teacher's Name</u> (teacher initials NOT needed)	<u>Class</u>
1 st	_____	_____	_____
2 nd	_____	_____	_____
3 rd	_____	_____	_____
4 th	_____	_____	_____

1. Documentation attached: YES or NO (circle one) *****ONLY Medical Documentation/Notes can and will be accepted for absences beyond the 10th day per JHS Policy (see student handbook page 10). Parent notes cannot and will not be accepted for absences beyond the 10th day.**

2. I have already submitted my Documentation to the front office: YES or NO (circle one)

To request a review of attendance for absences that exceed ten (10), this form must be completed with the appropriate documentation and submitted for review to the appropriate grade level administrator as delineated below.

9th Grade request for review – Mrs. Padgett
10th Grade request for review – Mrs. Gillette

11th Grade request for review – Mrs. Gillette
12th Grade request for review – Mr. Cloninger

Date Submitted: _____ (TO BE COMPLETED BY GUIDANCE OR OFFICE STAFF ONLY)
