



Maricopa High School Attendance/Credit Appeal Request



To file for a credit appeal complete non-shaded section of this document and turn into the front office.
We will also accept your completed documents with comments and attachments via email: wperry@musd20.org

SCHOOL YEAR: _____	SEMESTER: _____	GRADE: _____
STUDENT NAME : _____		ID# _____

PLEASE ENTER INFORMATION FROM REPORT CARD BELOW			FOR OFFICE USE ONLY				
Period	Class	Teacher	Letter Grade	Excused Absences	Unexcused Absences	Total Absences	Status
							<input type="checkbox"/> Approved <input type="checkbox"/> Denied
							<input type="checkbox"/> Approved <input type="checkbox"/> Denied
							<input type="checkbox"/> Approved <input type="checkbox"/> Denied
							<input type="checkbox"/> Approved <input type="checkbox"/> Denied
							<input type="checkbox"/> Approved <input type="checkbox"/> Denied
							<input type="checkbox"/> Approved <input type="checkbox"/> Denied

PARENT/GUARDIAN REQUIRED: Select and attach the following applicable documents	
<input type="checkbox"/> Doctor appointment documentation (not already on file)	<input type="checkbox"/> Note of explanation
<input type="checkbox"/> Funeral documentation	<input type="checkbox"/> Chronic Health Form
<input type="checkbox"/> Hospitalization documentation	<input type="checkbox"/> Verification of McKinney Vento Act qualification
<input type="checkbox"/> Legal/Court Documentation	<input type="checkbox"/> Other

The appeal will be evaluated and final determination delivered to the student.

FOR OFFICE USE ONLY	
Administrator Signature: _____	Date: _____
<i>and/or</i>	
Principal Signature: _____	Date: _____
<input type="checkbox"/> Appeal Denied <input type="checkbox"/> No documentation provided <input type="checkbox"/> Appeal not returned/late submission <input type="checkbox"/> Absence exceed seat time allowance by law <input type="checkbox"/> Other: _____	<input type="checkbox"/> Appeal Approved

PARENT/GUARDIAN SECTION

Please use the space below to provide a detailed explanation for student's excessive absences.

ATTACHMENTS: **YES** **NO** (Formats accepted: .pdf, .jpg, .bmp, .tiff)

Please list documents included with appeal to make sure all documents are received and intact.

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.
13.	14.
15.	16.