# Audit Appeal Letter Process

You were placed on an attendance (loss of credit) contract this semester. As an additional intervention, this letter reviews the audit appeal letter process. It is the responsibility of the student to present evidence that would indicate justification for credit. The consideration for receiving credit must be appealed by writing or typing **1 letter** that addresses **EACH CLASS** where a student has 10+ Absences or Tardies:

The letter to the Attendance Appeal Committee must address the following:

1. **Improvement in Attendance** - **ALL** classes affected by Attendance (Loss of Credit) Status (there are no more unexcused absences/tardies and excused absences have been verified with medical documentation) needs to be demonstrated. For example, attendance in one class prior to the contract should not become an attendance issue in another class.
	* You may want to print off an Attendance Profile by going to StudentVue and click on the “Attendance” Tab on the left side.
	* Make sure to print this off in a “List View” (Look in upper right hand corner). Right click on this Attendance List so you can print this off and turn in with your Appeal Letter.
	* Indicate in your letter any information or documentation that validates your absences or tardies.

**Note:** *Any subsequent violations in other classes have resulted in automatic placement on loss of credit status and must also be addressed in the letter of appeal*

1. **Current Passing Grade** – Go to StudentVue and click on the “Gradebook” which shows current grades. Please print this off and turn in with your Appeal Letter for this to be a variable that determines whether or not you will earn the right to receive credit.
2. **No Disciplinary Referrals** - **ALL** classes affected by Attendance (Loss of Credit) Status should not also have become a discipline issue. If a discipline referral was issued, this could affect your right to earn credit.

**Note:** *Specifics will be determined by administration through disciplinary records*

Please note that the written appeal letter must be received by the attendance office no later than **2:30 p.m. on Friday, December 8, 2017**.

The Attendance Appeal Committee will meet to review the appeal and the student/family will be notified no later than

**11:30 a.m. on Friday, December 22, 2017** (the last day of finals) of the determination. If credit is denied in one or more classes:

1. **Seniors:** Please make an appointment with your guidance counselor by contacting Nancy DiCarlo at 480-484-6314 to see if this credit can be made up in the second semester.
2. **Freshman, Sophomores, & Juniors:** You will need to make up this credit in either summer school or in the 2018-2019 school year.

See sample letter on the next page (**This must be written in English**).

# *Sample* Student Attendance Appeal Letter

**Note:** This sample letter is a guide. Please be as specific as possible in your letter and provide any additional documentation (i.e. doctor notes) that AHS doesn’t already have on file.

## Date Student Name Student # Grade

As a student at Arcadia High School, I understand that it is my responsibility to be in class, on time and doing what is necessary to get good grades. When I was placed on the Attendance (Loss of Credit) Contract, I realized that I was not doing what is expected. I accept full responsibility for my previous actions and have changed my attendance to be in line with the school’s/District’s expectation. I would like to appeal to the committee that I should be allowed to earn credit due to the following reasons:

* I have not had any further attendance concerns since being placed on the contract. I was out 3 days after the date of the contract, but I have provided medical documentation to the attendance office for those three days.
* Going into my finals, I am passing all of my classes.
* Examples to address behavior:

I have not had any discipline referrals since being placed on the contract

**OR**

I have not had any discipline referrals this semester at all. Thank you for your consideration regarding this appeal process.

**Printed Name Student Signature**