

ATTENDANCE  
ATTENDANCE FOR CREDIT

FEC  
(EXHIBIT)

See the following pages for sample letters addressing excessive absences:

Exhibit A: Letter Regarding Possible Loss of Credit/Final Grade — 2 pages

Exhibit B: Letter Regarding Loss of Credit/Final Grade — 2 pages

Exhibit C: Principal's Plan to Regain Credit/Final Grade Lost Due to Excessive Absences  
— 3 pages



EXHIBIT A

LETTER REGARDING POSSIBLE LOSS OF CREDIT/FINAL GRADE

Date: \_\_\_\_\_

Dear Parent:

This letter is to advise you that your child, \_\_\_\_\_, has \_\_\_\_\_  
absences this semester. These absences were on the following dates: \_\_\_\_\_

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In accordance with state law and local attendance policies, a student must be in class for at least 90 percent of the days a class is offered to receive credit or a final grade for that course. This semester has \_\_\_\_\_ days, and if your child reaches a total of \_\_\_\_\_ absences without documented extenuating circumstances, he or she may be

**[Choose one of the following or adjust to match the grade level/circumstances.]**

denied credit.

denied a final course grade.

denied a final grade.

If you believe that some or all of your child's absences should be classified as having been for extenuating circumstances, you may request that the attendance committee consider the matter by completing and returning the form at the bottom of this letter to the school office within five school days.

We consider regular attendance necessary to your child's academic success, and we encourage your cooperation by making sure your child is at school regularly.

Sincerely,

\_\_\_\_\_  
Principal

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PLEASE INDICATE YOUR CHOICE:

Date: \_\_\_\_\_

- Please review the attached information that explains why my child's absences on the particular days mentioned in your letter should be considered as having been caused by extenuating circumstances. (Include such information as doctor's or clinic notes, parent's statement, or any other evidence or explanations of an extenuating circumstance.)
- I wish to appear before the committee to discuss my child's absences and explain why they should be considered as having been caused by extenuating circumstances. Please advise me of the time, date, and place to appear.

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Student's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Parent's phone number: \_\_\_\_\_

EXHIBIT B

LETTER REGARDING LOSS OF CREDIT/FINAL GRADE

Date: \_\_\_\_\_

Dear Parent:

This letter is to advise you that your child, \_\_\_\_\_, has \_\_\_\_ absences this semester. These absences were on the following dates: \_\_\_\_\_.

In accordance with state law and local attendance policies, a student must either be in class for at least 90 percent of the days a class is offered to receive credit or a final grade for his or her courses, or the student must present documented extenuating circumstances for the absences. This semester has \_\_\_\_\_ days; unless some of your child's absences can be classified as resulting from extenuating circumstances, he or she will not

**[Choose one of the following or adjust to match the grade level/circumstances.]**

receive credit for the course.

receive a final grade for the course.

receive a final grade.

If you wish to assist your child in receiving credit/a final grade for this semester's work, you must petition the attendance committee. That committee will review information you provide and, if you desire, meet with you personally. After reviewing the information or meeting with you, the committee may reconsider your child's attendance record and provide a means by which he or she may regain credit/receive a final grade.

We want all students to succeed and receive credit for their work, but state law and Board policy require satisfactory attendance. Please complete the form below and return it to the office within five school days so we can resolve this matter as soon as possible. Thank you for your cooperation.

Sincerely,

\_\_\_\_\_  
Principal

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PLEASE INDICATE YOUR CHOICE:

Date: \_\_\_\_\_

- Please review the attached information that explains why my child's absences on the particular days mentioned in your letter should be considered as having been caused by extenuating circumstances. (Include such information as doctor's or clinic notes, parent's statement, or any other evidence or explanations of an extenuating circumstance.)

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- I wish to appear before the committee to discuss my child's absences and explain why they should be considered as having been caused by extenuating circumstances.  
Please advise me of the time, date, and place to appear.

Student name: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Parent's phone number: \_\_\_\_\_

EXHIBIT C

PRINCIPAL'S PLAN TO REGAIN CREDIT/FINAL GRADE LOST  
DUE TO EXCESSIVE ABSENCES

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**Note:** A principal's plan is an individualized document meant to assist a student in meeting the instructional objectives of one or more specific courses or subjects. The plan should be tailored to the student's specific needs.

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According to state law, a student must be in attendance for 90 percent of the days a class is offered in order to receive credit or a final grade for the class. All absences, including excused absences, count when determining if a student has been in attendance for 90 percent of the days a class is offered.

A student who is in attendance for at least 75 percent of the days a class is offered but less than the required 90 percent may nonetheless earn credit or a final grade in the class by completing a principal's plan designed to ensure the student meets the instructional objectives of the course.

Principal's plan for: \_\_\_\_\_  
(*student's name*)

Student's grade: \_\_\_\_\_

Course(s) or subject(s) in which the student is in danger of losing credit or not receiving a final grade: \_\_\_\_\_

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Number of days missed: \_\_\_\_\_

Current grade(s) in course(s): \_\_\_\_\_

**Please note:** The student must complete the following plan and earn a passing grade in the course(s). Under no circumstance will a student gain course credit or be awarded a final grade without a passing grade in the course.

Criteria to regain credit or a final grade:

1. Academic criteria:

**[List the specific academic criteria the student must meet and maintain. The following are examples.]**

The student must maintain a grade of \_\_\_\_\_ in \_\_\_\_\_  
course(s) and complete the following:

a. Attend tutorials with \_\_\_\_\_ (*teacher's name*) on the  
following dates/times: \_\_\_\_\_.

b. Complete an independent project to be assigned by and approved by \_\_\_\_\_  
\_\_\_\_\_ (*teacher's name*).

2. Attendance criteria:

**[List the specific attendance criteria the student must meet and maintain. The following are examples.]**

- a. Maintain perfect attendance for the remainder of the grading period. Only absences with a valid doctor's note or for a reason listed in FEA(LEGAL) will be excused for this purpose.
- b. Attend \_\_\_\_\_ (*list required after-school or Saturday school attendance*) for \_\_\_\_\_ (*period of time*). Attendance at these sessions is for the purpose of completing instructional objectives. The student must bring and complete school work as assigned. If the student does not bring appropriate work, the student will be dismissed from the tutorial and it will not count for this purpose.

This plan, signed by all teachers listed in the plan, must be returned to the principal for final approval no later than \_\_\_\_\_ (*date*).

If the student fails to successfully complete the plan or if the student's attendance drops below 75 percent of the days a class is offered, this principal's plan will no longer be in effect and the student or parent will have to petition the attendance committee in accordance with policy FEC(LOCAL) in order to seek credit or a final grade.

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approvals:

Teacher's Name:	Subject:	Assignments complete? <input type="checkbox"/> Yes <input type="checkbox"/> No
Final course grade:	Signature:	

Teacher's Name:	Subject:	Assignments complete? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Final course grade:	Signature:
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Principal's signature: \_\_\_\_\_

Date: \_\_\_\_\_