

East Brunswick Public Schools

Student / Parent Attendance Appeal Form

Student Name: _____ ID: _____ Grade: _____ Date: _____

Return this form to GLA by: _____

Course(s) in which student is in a loss of credit status: _____

Appeals must be requested promptly, but no later than five school days following the meeting with the Grade Level Administrator. Appeals should be resolved within 10 days of the request. Any change in a student's placement will be withheld until the appeal has been resolved. (Board Rules/Regulations: 5144 (b). *Please attach supportive documentation to this form (if any).*

Student / Parent: Complete Numbers 1, 2, and 3.

1. Nature of the appeal (what happened, why has the student accrued the number of absences?):

2. Relief sought (What are you looking for to remedy the situation?):

3. Person(s) previously spoken to: _____

Parent / Guardian Signature and Date: _____

4. Assistant Principal's recommendation and comments: _____

Assistant Principal's Signature / Date: _____

5. Principal's recommendation and comments: _____

Principal's Signature / Date: _____