Checklist for Completed Loss of Credit Appeal Application

Incomplete or late appeal packets will not be reviewed for consideration for reinstatement of credit. $\underline{ extbf{If}}$
a student received an F in the class then it is not appealable. For an application to be
complete, <u>all portions</u> must be handed in within <u>two weeks</u> of receipt of the loss of credit letter.
Please hand the completed Loss of Credit Appeal Application to Jay or Brian.
Thank you for your cooperation.
Date Material Received:
1 Copy of the Loss of credit letter sent home to student.
2 Any medical/court/other documentation.
3 Student Narrative
4 Parent/Guardian Narrative
5 Teacher Narrative(s) Note: Additional teacher forms and envelopes can be found in the main office
Loss of Credit Committee Use Only:
Date of Meeting: Is this student a Special Ed or 504 student: Special Ed 504 N/A
Current Credits:
Class/Teachers:
IR2 Behavior Data:
OSS ISS Behavior referrals
Decision:

Student Narrative

	explanation of your abs ther official document				ted by any
				•	
Describe how you p	lan to improve your at	tendance in the	future.		
	· · · · · · · · · · · · · · · · · · ·				
Student Signature		D	ate of Anneal		

Parent/Guardian Narrative

	nation of your child's a			
y arry medical, court, o	Total official adeasing	intation contain	ed with your appear	packet.
hat corrective actions	are being taken in the	home to impro	ve your child's attend	lance at school?
ırent/Guardian Signatı	ure:		Date of Appeal:	

Teacher Statement

Dear Walter Fitzgerald Campus Teacher,

The student referenced below is in the process of appealing his/her loss of credit in your course. Part of the process requires them to solicit your feedback. Please complete the information below, place this form in the envelope provided, seal the envelope, sign across the seal and return the envelope to the student.

Thank you.	
Student:	
Teacher:	
Course:	Period:
Date:	-
In my opinion,	
This student should receive his cred	dit in my course.
This student should not receive his	credit in my course.
Please provide the appeals committee any re	elevant information which you believe will help inform the
decision to reinstate or deny credit to this st	udent.

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