



# Thornapple Kellogg High School

3885 Bender Road • Middleville • Michigan 49333

Phone (269) 795-3394 • Fax (269) 795-5492

Principal: Tony Koski • Assistant Principal: Brian Balding



## ATTENDANCE POLICY WAIVER APPEAL

From the *Thornapple Kellogg High School Student Handbook*:

**Appeal Process** - Students and parents have the right to appeal teaching and administrative decisions when they believe that such decisions are unjust or have not followed proper procedures. When unusual circumstances exist concerning absences not covered by the above rules, parents could contact the assistant principal. **Upon notification of the failure to meet the attendance policy, the student/parents have ten (10) school days, or fourteen (14) calendar days to file an appeal to the assistant principal.** The administration reserves the right to use discretion in all situations regarding the attendance policy and will make every attempt to see that the attendance policy is applied fairly and consistently for all students.

I, \_\_\_\_\_, am appealing the following attendance policy (check one):  
(parent(s) signature)

\_\_\_\_\_  
(student name-please print)

\_\_\_\_\_ Students who reach **8 absences** (combination of excused/unexcused) in a trimester class, but have earned a passing grade, will receive an "G" (0.00 GPA) and credit for the class.

\_\_\_\_\_ **Students who reach three (3) unexcused absences in a trimester will receive no credit (NC) for that class** (note that students will not be able to make-up missed work/tests for any unexcused absences).

Please provide extenuating circumstances that have led to violation of the above policy and are the grounds for your appeal (please attach necessary medical documentation and continue writing on the back if necessary):

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