
Petition to Request Award of Credit/Final Grade

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered. When a student's attendance drops below 90 percent of the days the class is offered, the student, parent, or representative may request award of credit/final grade by submitting a written petition to the appropriate attendance committee. The attendance committee shall review the student's entire attendance record and the reasons for absences, and shall determine whether to award credit/final grade. Petitions for credit/final grade may be filed at any time the student receives notice, but in any event, no later than 30 days after the last day of classes. The attendance committee may review the records of all students whose attendance drops below 90 percent of the days the class is offered, whether or not a petition is filed.

Last Name	First Name	MI	ID Number
Address		Home Phone	
City	Zip Code	Semester	Year
Campus	Grade	Date	

I, hereby, request that my eligibility for credit/final grade be reinstated in the following courses:

Course Name	Teacher's Name	Class Period

The reason I am making this request is: (Attach additional sheet(s) if needed).

To justify this request, I have done the following: (Attach additional sheet(s) if needed).

Student's Signature

Parent's Signature

Student Last Name	First Name	MI	ID Number
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IMPOSING CONDITIONS FOR AWARDING CREDIT/FINAL GRADE

For absences evaluated by the attendance committee, the committee may impose conditions on the receipt of credit/final grade, such as requiring the student to:

1. Complete additional assignments, as specified by the committee.
2. Complete an assigned research project.
3. Satisfy time-on-task requirements before and/or after school.
4. Attend campus-based tutorial sessions as scheduled.
5. Complete summer school or online course requirements.
6. Attend Saturday classes.
7. Complete individual papers or oral reports.
8. Complete assigned library activities.
9. Complete assigned laboratory activities.
10. Participate in computer-assisted instruction.
11. Participate in peer-tutoring.
12. Demonstrate mastery of District course objectives in a manner determined by the Attendance Committee.
13. Complete an alternative education program.
14. Participate in a school and/or community-based service learning project.
15. Take an examination to earn credit/final grade in accordance with EHDB.

In all cases, the student must also earn a passing grade in order to receive credit.

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Attendance Committee Action:

Request Granted.  
 Request is pending because \_\_\_\_\_  
 Request is denied because \_\_\_\_\_

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|-----------------------|------|--------------------|--------|
| Principal's Signature | Date | Member's Signature | (Date) |
|-----------------------|------|--------------------|--------|

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|--------------------|------|--------------------|--------|
| Member's Signature | Date | Member's Signature | (Date) |
|--------------------|------|--------------------|--------|

|                    |      |
|--------------------|------|
| Member's Signature | Date |
|--------------------|------|

Plan Complete and Credit/Final Grade Awarded?  Yes  No \_\_\_\_\_

Date of Completion \_\_\_\_\_