

PETITION TO  
REQUEST AWARD  
OF CREDIT OR  
FINAL GRADE AND  
INDIVIDUAL  
STUDENT PLAN FOR  
AWARDING  
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. (See FEC Exhibit A). 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.

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/final grade.

**ATTENDANCE  
APPEAL PROCESS**

***LEVEL I***

If a student is in attendance less than the required percentage of days and has been notified by the Campus or District that credit/final grade will be denied, the parent or guardian may appeal in writing first to the principal of the school that the student attends. The principal may convene the Campus Attendance Review Committee if necessary. The campus attendance committee is composed of an assistant principal, the student's counselor, and a maximum of three teachers.

***LEVEL II***

If the parent or guardian is dissatisfied with the decision of the Principal and the Campus Attendance Committee, he or she may appeal in writing to the District Attendance Review Committee that shall be composed of an Assistant Superintendent of Education, the Director of Student Personnel Services, and the Director of Assessment and Evaluation. This appeal must be made in writing to the Assistant Superintendent of Education (Elementary or Secondary), who shall provide the student's parent(s) or guardian(s) with written notice of the date, time, and place of the District Attendance Review Committee meeting within five calendar days of the receipt of the appeal request.

The District Attendance Review Committee shall have the authority to uphold, overturn, or alter the decision of the Campus Attendance Review Committee. The recommendation of the District Attendance Review Committee shall be rendered and sent in writing to the parent(s) or guardian(s) within three school days after the review of the appeal.

**WITHDRAWAL FOR  
NONATTENDANCE**

The District may initiate withdrawal of a student for nonattendance under the following conditions:

1. The student has been absent 20 consecutive school days.
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.