

## **Credit Appeal Process**

**Step 1:** Student and parent should review the Loss of Credit Policy as stated in the Berlin High School Student Handbook (pages 16-18).

### **ABSENCES**

Credit will be withheld when a student has been absent from school or class more than the limit:

- 1.25 and 1.00 Credit Courses: 18 absences maximum
- .50 Credit Course: 9 absences maximum
- .25 Credit Course: 4 absences maximum

If a student or parent does not agree with the decision, an appeal may be made to the grade level administrator within a week of notification using the Credit Appeal form. Having appropriate documentation related to the absence is recommended. Medical documentation (i.e. a physician's letter) that does not specifically state that a student's absences are a direct result of a medical condition will not be considered.

**Step 2:** Student and parent will need to complete and sign the attached "Credit Appeal Form" for each course that needs consideration. Appropriate, supporting documentation for absences must be attached.

**Step 3:** Student and/or parent will submit the "Credit Appeal Form" for each course. Appropriate, supporting documentation to the assistant principal within 7 calendar days of the postmarked date of the "Loss of Credit Notification" letter.

**Step 4:** A school representative contacts the student and parent with a credit appeal decision within 7 calendar days of receipt of the "Credit Appeal Form".

### Credit Appeal Form

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Date of Absence</b>	<b>Reason for Absence</b>

For Office Use Only:  
Date Received \_\_\_\_\_ Received By \_\_\_\_\_