

## Credit Appeal Process

**Step 1:** Student and Parent review the Loss of Credit Policy as stated in the Berlin High School Student Handbook (pages 9-12).

### 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.

### TARDINESS

- The only acceptable excuses for tardiness are a note from a doctor or court appearance verification delivered as the student enters school. All other tardies will be considered unexcused. Verification for an excused tardy must be made the date of the lateness or the following day. No excuses will be accepted after that.
- For every two unexcused tardies, a full class absence will be recorded.

**Step 2:** Student and Parent complete and sign the attached "Credit Appeal Form" for each course. Appropriate, supporting documentation for absences must be attached.

**Step 3:** Student and/or Parent 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: \_\_\_\_\_

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

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

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

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

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

Date	Reason for Absence or Tardy

For Office Use Only:	
Date Received: _____	Received by: _____