

Springfield Public Schools District A+ Program Attendance Guidelines and Appeal Form

ATTENDANCE GUIDELINES

In reviewing a student's final attendance average, the entire attendance history (grades 9-12) is considered and is based on Monday through Friday attendance when school is in regular session. Any student appropriately counted for average daily attendance will be considered as in attendance, whether physically present or not. Summer school attendance is **NOT** included. A senior who chooses to be an Early Leaver/Graduate, may not have enough days of attendance accumulated to meet the 95% attendance requirement.

The A+ Program makes no distinction between Excused and Unexcused absences. All unexcused and many unexcused absences, including those which a parent or school official is aware of in advance, count against the student's attendance average. A doctor's note for an excused absence for colds, flu, strep, or other short-term illnesses does not automatically qualify a student to have that absence waived. The 95% vs. 100% requirement is meant to cover those routine visits and incidents.

The following absences **DO NOT** count against the student's attendance average for A+ purposes: school-sponsored activities; pre-approved, documented college visits; SPS district-provided *Homebound Instruction* (a minimum of 10 consecutive days are required to apply for this); and SPS district-approved disability accommodation plan (504 plan).

Students may appeal attendance out of compliance building decisions with the District A+ Appeals Committee. All appeals must be filed with the building 10 days prior to the **first Monday in December and the first Monday in April**. An electronic copy of this form, attendance appeal protocol and attendance requirements can be found on the building and district's A+ webpages. Documentation from the appropriate agency is required for an A+ attendance appeal.

- The following are examples of absences that could rule a student ineligible for an attendance appeal: elective, skip, truancy, and/or late
- The following are examples of absences that could qualify a student for an attendance appeal: Catastrophic illness/injury/event with student or immediate family. Immediate family includes all members of the student's family who reside in the same location as the student and/or persons approved by the A+ Attendance Appeals Committee.

I affirm that the information and all attached documentation are true and honest statements. I understand that the A+ Scholarship Funding is provided by the state of Missouri and any misrepresentation or false information provided could result in a loss of scholarship funding.

Student Name (Last, First, Middle) - PRINT: _____

Student ID #: _____ Graduation Date: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

On the back of this document or on an attached document(s) describe the circumstances that caused your absences and why you are requesting an appeal of these days. Please include details and documentation for all days missed during your high school career (a detailed attendance report may be obtained from your A+ Coordinator and must be included with this appeal form), documentation from the appropriate agencies to verify the need for all absences (specific dates and times required), and a letter of reference from a teacher, counselor or administrator.

The building A+ Appeals Committee will meet and make decisions on all appeals. The committee will be comprised of the student's teacher of choice, assistant principal, counselor, nurse, and A+ coordinator. Parents will be notified of the appeal results within 10 business days of the appeal hearing.

OFFICE USE ONLY:

Date Received: _____ Date Reviewed: _____ Appeal Committee Decision: **Approved** **Denied**
Days and Dates Appealed: _____ Parent Notification Date: _____