

ATTENDANCE POLICY  
REQUEST FOR EXTENSION  
2010-11

Coe-Brown Northwood Academy recognizes regular attendance as an important component of each student's school experience. School policy allows a student 12 period absences in a full credit course and 6 absences in a half year or quarter year course. Students whose individual class totals exceed those limits lose credit in the specific class. Because of late arrivals to school, early dismissals, absences on double block days and other reasons it is possible that a student may miss more periods of one class than others. It is the attendance count kept by classroom teachers that is the official record of each student's totals.

The Academy realizes that circumstances can arise that are out of the parent's and student's control forcing absences from school. In cases of this type parents may request an extension to the attendance policy. This extension request form is to be filed before the student exceeds the absence limits.

Except for extraordinary circumstances, only those days documented (medical, legal, etc.) for need of absence/s will be considered for extensions. A student's total attendance record will be considered when reviewing applications. Please review the section on attendance in the Student Agenda.

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

COURSE (S) EXTENSION REQUESTED FOR: \_\_\_\_\_

SPECIFIC DATES OF ABSENCES WITH DOCUMENTED REASONS FOR ABSENCES:

PLEASE EXPLAIN WHY THE STUDENT MISSED SCHOOL ON THESE DATES:

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT/GUARDIAN

Please attach any documentation of absences such as doctor's or lawyer's notifications.

Please return this form to Mrs. Cheri Wolf , Guidance Secretary.