

# ATTENDANCE CREDIT APPEAL CONTRACT 2022-2023

School attendance is both a right and responsibility. The School District is an active partner with students and families in the task of ensuring that all students meet or exceed the New York State Learning Standards. The Board of Education, in accordance with New York State Education Law, requires that each minor regularly attend school full-time.

KCSD Board of Education Policy 5100 reads as follows: Any student who is **in excess of 18 days of unexcused absences for a full year secondary course** will not receive credit for the course. Any student who is **in excess of 9 days unexcused absences for a half year secondary course** will not receive credit for the course.

In accordance with Policy 5100, it has been determined that the student listed below has exceeded the allowed number of unexcused absences and has lost credit for a course. To regain credit, the student must fulfill the seat time requirements outlined by their teacher.

**To the teacher**-Please outline student requirements to meet minimal seat time for attendance and/or deficient grade to meet course requirements. This can include making up seat-time 9<sup>th</sup> period/study hall (if applicable), finishing specific assignments, partial or whole units of APEX via the Credit Recovery lab.

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

Number of Absences to be recovered: \_\_\_\_\_

Course Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Student Requirements  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We, (student/parent/guardian/teacher) agree to the requirements as outlined above. Provided that the student fulfills said requirements and doesn't accrue additional unexcused absences, the student will regain credit for the course.

Teacher (Print Name)	Signature	Date
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Student (Print Name)	Signature	Date
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Parent/Guardian (Print Name)	Signature	Date
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Assistant Principal (Print Name)	Signature	Date
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