**Dear Parent or Guardian:**

According to Texas State law, each student must be in attendance 90 % of the days the class is offered. The implementation of the Attendance for Credit Program is to ensure that all students are in attendance 90% of the time a class is offered to certify successful accrual of credit or a final grade.

If your child has failed to meet the 90% attendance requirement in one or more classes and there is an extenuating circumstance, you have the right to petition that your child be awarded credit. In order to petition courses, your child MUST be academically passing the class. Please fill out this petition request and supply any medical or other documentation you may have. **All petitions are due to Mrs. Teer by email or in person by Friday, June 11th.**

**Petitions are required for the following**

* 1. \_\_\_\_\_\_\_ Student/parent requests absences be exempt and the student awarded course credit based on extenuating circumstances as noted on the Attendance Review and Restoration Form

**Please print all information in ink. Form must be complete with all the information for the Attendance Committee to consider. Attach additional information to be considered/presented.**

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| --- | --- | --- | --- | --- |
| STUDENT NAME: | STUDENT ID: | PARENT NAME: | PHONE: | EMAIL: |
| NUMBER OF DAYS MISSED: | STUDENT MEDICALLY DOCUMENTED ISSUE: Yes  No | FAMILY ISSUE:  Yes No | OTHER: | |

***Please briefly explain the circumstances you would like the committee to consider before approving/denying the requested petition. Attach any documentation that may be helpful to our committee.***

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Parent/Guardian’s signature **/** Date