



Maricopa High School
Attendance/Credit Appeal Request
Krista Cox, M.Ed.
Assistant Principal
Curriculum & Assessment
Maricopa High School
520-568-8100 Ext. 4018

School Year: 2015-2016	Semester:	Grade:
ID#		

PLEASE ENTER INFORMATION FROM REPORT CARD BELOW			FOR OFFICE USE ONLY				
Period	Class	Teacher	Letter Grade	Excused Absences	Unexcused Absences	Total Absences	Status
							<input type="checkbox"/> Approved <input type="checkbox"/> Denied
							<input type="checkbox"/> Approved <input type="checkbox"/> Denied
							<input type="checkbox"/> Approved <input type="checkbox"/> Denied
							<input type="checkbox"/> Approved <input type="checkbox"/> Denied
							<input type="checkbox"/> Approved <input type="checkbox"/> Denied
							<input type="checkbox"/> Approved <input type="checkbox"/> Denied

Parent/Guardian Required: Select and attach the following applicable documents	MHS Required: Select and attach the following applicable documents
<input type="checkbox"/> Doctor appointment documentation (not already on file)	<input type="checkbox"/> Student Attendance Profile
<input type="checkbox"/> Funeral documentation	<input type="checkbox"/> Copies of all doctor's notes on file in Attendance Office
<input type="checkbox"/> Proof of chronic illness (if not already on file)	<input type="checkbox"/> Verification of Chronic Health issue (Health Office)
<input type="checkbox"/> Hospitalization documentation	<input type="checkbox"/> Verification of McKinney Vento Act qualification
<input type="checkbox"/> Legal/Court documentation	

Attendance/Credit appeals and required documentation for Semester 1 is due by Friday January 22, 2016
Attendance/Credit appeals and required documentation for Semester 2 is due by Thursday June 9, 2016

FOR OFFICE USE ONLY	
Counselor Signature: _____	Date: _____
Principal Signature: _____	Date: _____
<input type="checkbox"/> Appeal Denied <input type="checkbox"/> Appeal Approved	
<input type="checkbox"/> No documentation provided <input type="checkbox"/> Appeal not returned/late submission <input type="checkbox"/> Absence exceed seat time allowance by law <input type="checkbox"/> Other: _____	