

Caroline County Public Schools
Denton, MD 21629

ATTENDANCE APPEAL FORM

Date of Absence _____

Student Name _____ DOB _____ School _____ Grade _____
Last First MI

- Only absences for lawful reasons and with appropriate documentation will be considered for appeal.
- Each absence must be submitted on its own form unless the dates of absence are consecutive with the same documentation.
- The deadline for submitting appeals is the last day of school for elementary and middle school students and the last day of the semester for high school students.
- Check the reason for the absence in the list below and attach appropriate documentation. Please note that J requires the principal's signature.

- _____ A. Death in the immediate family. (Attach newspaper obituary, funeral program)
- _____ B. Illness of the student.
- _____ C. Court summons. (Include a copy of the summons.)
- _____ D. Hazardous weather conditions. Hazardous weather conditions shall be interpreted to mean weather conditions that would endanger the health or safety of the student when in transit to and from school.
- _____ E. Work approved or sponsored by the school, the local school system, or the State Department of Education, accepted by the local superintendent of schools or the school principal, or their designees as reason for excusing the students.
- _____ F. State emergency.
- _____ G. Observance of religious holiday.
- _____ H. Suspension.
- _____ I. Lack of authorized transportation. This does not include students denied authorized transportation for disciplinary reasons.
- _____ J. Other emergency or set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absence from school. Specify reason_____.

Principal's Signature _____

Parent's signature _____
Name Date

FOR SCHOOL USE ONLY

Approved (Code as lawful absence) _____ Date of Review

Denied _____ Initials of Attendance Sec