

STAFFORD PUBLIC SCHOOLS

Stafford Springs, Connecticut

GRADES 9-12 APPEAL PROCESS FOR LOSS OF CREDIT

As a result of the Attendance Policy instituted by the Board of Education you have lost credit in one or more courses listed below. If you wish to appeal this credit loss, you must submit a statement in essay form as to the reasons why you believe you should have the credit(s) reinstated.

This form along with your essay should be handed to your guidance counselor within five days of this notification of loss of credit. Your counselor will then arrange to have the Appeals Committee convene to decide whether or not your credit will be restored. Your counselor will notify you as to the date and location of your appeal.

Student: _____ Homeroom: _____

Date of Appeal: _____ Time of Appeal: _____

Guidance Counselor's Signature: _____

COURSE	PERIOD	TEACHER(S)

Date of Notification of Credit Loss _____

Administrator's Signature

Student's Signature