

**PRINCIPAL’S HEARING REQUEST FORM**

Dear Mr. Dodig,

I am requesting a principal’s review of the outcome of the Attendance Appeals Board hearing for which I was denied credit. Credit was denied for the following courses:

	<u>Courses</u>	<u>Teacher</u>
1.		
2.		
3.		
4.		

I understand that you will only hear this appeal if the following occurs:

- a. A dated letter from me is attached to this form explaining “only extraordinary factors which influenced my attendance situation and which I did not present to the Appeals Board either in writing or in person at the time of my hearing.”
- b. A second dated letter must be attached from my parents/guardian elaborating on any new information not presented to the Appeals Board.
- c. Copies of documentation of my absences are submitted here.
- d. These two letters requesting a Principal’s Attendance Hearing must be received in the principal’s office within two school days of my being informed of the denial of credit by the Appeals Board.
- e. The hearing will be held according to your schedule and last no longer than ten minutes. If I am not present at the meeting, a determination of my appeal will be made on my written attached documentation. I also understand that the decision you render will not be made at the time of your conference.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade