

Leon High School



Attendance Appeal Request to Appeal an Unexcused Absence

This form is to be used after the 10-day deadline for bringing in notes, etc. for an absence has passed OR for an absence that is not recognized as excusable by the Leon County Schools Attendance Policy. **Return this form to the Attendance Office.**

Student Name: _____ Grade: _____

Date of Absence: _____ Period(s) missed: _____

Reason for absence (attach documentation if necessary): _____

Parent/Guardian printed name: _____

Parent/Guardian signature: _____

Home or cell phone number: _____ Work phone number: _____

Student signature: _____

OFFICIAL USE ONLY

Conference with student

Conference with parent/guardian

Outcome

Absence Reclassified as Excused _____ Absence Remains Unexcused _____

Administrator signature: _____ Date: _____