

**HIGH SCHOOL
DIPLOMA AND CERTIFICATE OPTIONS**

Updated SU2024

ALABAMA HIGH SCHOOL DIPLOMA

MINIMUM ACADEMIC CORE REQUIREMENTS FOR

ADVANCED ACADEMIC ENDORSEMENT

<u>GRADE 9</u>	<u>GRADE 10</u>	<u>GRADE 11</u>	<u>GRADE 12</u>
Eng, Gr 9 H	Eng, Gr 10 H	Eng, Gr 11 H	Eng, Gr 12 H
World Hist.	US History I	US History II	US Govt./ Economics
Honors Biology	Physical Science	Honors Chemistry	Physics or Anatomy/ Physiology
Geometry w/Data Analysis And Algebra I w/Probability (Catchup Provision)	Algebra I w/Probability or Algebra II w/Statistics*	Algebra II w/Statistics or Precalculus or Other ALSDE app. course	Precalculus or Finite Mathematics or Other ALSDE app. course

*Must have participated in both 7th and 8th Grade Accelerated Mathematics courses; Otherwise, the student will take Geometry w/Data Analysis and Algebra I w/Probability during the 9th grade year to join the advanced track.

ADDITIONAL REQUIREMENTS:

Foreign Language—2 Units in the same language (*Recommended 9th & 10th grade*)

Health—1 Unit (*Recommended 10th grade*)

**Physical Education—1 Unit (*Recommended 9th grade*)

**Career Preparedness—1 Unit (*Recommended in 9th grade*)

Fine Arts –1 Unit (must be acquired through a music and/or visual arts elective. (*Recommended 10th – 12th grade*))

Career Tech –1 Unit (*Recommended 10th – 12th grade*)

***As of Fall 2020, all 9th graders will take LET 1 and 1B (Leadership Education Training) as part of the Freshman Leadership Academy. These courses fulfill the Physical Education and Career Preparedness course requirements, per waivers via the ALSDE – Career Preparation, 2024-25 School Year Only.*

See Alabama High School Graduation Requirements – Updated March 19, 2024 (ALSDE) on page 7

UNIT SUMMARY:

Total Academic Units Required:	23 Units
Total Elective Units Required:	7 Units
Total All Units Required:	30 Units
Total Units Available:	32 Units

Note: Academy students working toward an Advanced Academic Endorsement are subject to other requirements.

SPECIAL NOTICE CONCERNING GRADE REQUIREMENTS FOR STUDENTS SEEKING ALL ADVANCED ACADEMIC ENDORSEMENTS

- In the Pike County Schools, all 9th grade students start out on the Advanced Diploma and remain on this track for a minimum of the first semester. After that time, if the need arises, the parent/student may hold a meeting with the school administrator and the counselor to discuss being removed from the Advanced Diploma option.
- Students must successfully pass all core academic courses (English, mathematics, science, social studies, and foreign language) with a grade of “C” or better for the unit to count toward advanced credit.
- Also, students must pass with a “C” or better in order to proceed to the next course in the advanced academic sequence in a particular subject area. (Excludes dual enrollment coursework.)
- Students who score below a “C” have two options.

Option 1: The student may re-take the course under the course substitution rule. In this case, the course may be repeated. If the student scores a “C” or better, this course will count toward advanced credit. The substituted course, if passing but below a “C” will be converted to elective credit.

Option 2: The student may choose to have the course count for credit toward “The Alabama High School Diploma.” In this case, students should consider carefully their final diploma choice selections. It is possible that it will be necessary for students (with parent permission) to change their diploma endorsement option.

- If advanced students earn more than one (1) “C” in math courses, a mandatory meeting that includes the student, parents, school counselor, and school administrator will be held to discuss whether it is the student's best interest to continue on the Advanced Endorsement program.

ALTERNATIVE LEARNING CENTER (ALC)

The ALC is not a regular school. Alternative Schools exist as an alternative to expulsion when students have made poor decisions that would have otherwise resulted in their complete and total removal from school. Alternative Schools are not required by law to provide an exact duplication of the services offered at the home school. A school district that offers such an opportunity is one that has made a conscious decision to help children who would otherwise have no educational opportunity. As such, a student’s long-term assignment to ALC may prevent the student from earning one or more of the endorsements available to other students.

ALABAMA HIGH SCHOOL DIPLOMA

MINIMUM CORE ACADEMIC REQUIREMENTS

<u>GRADE 9</u>	<u>GRADE 10</u>	<u>GRADE 11</u>	<u>GRADE 12</u>
Eng, Gr 9	Eng, Gr 10	Eng, Gr 11	Eng, Gr 12
World Hist.	US History I	US History II	US Govt./ Economics
Biology	Physical Science	Earth and Space Science or Other ALSDE app. course*	Environmental Science or Other ALSDE app. course*
Geometry w/Data Analysis	Algebra I w/Probability	Algebra II w/Statistics	Precalculus or Career Mathematics or Other ALSDE app. course*

ADDITIONAL REQUIREMENTS:

Health—1 Unit (*Recommended 10th grade*)

**Physical Education—1 Unit (*Recommended 9th grade*)

**Career Preparedness—1 Unit (*Recommended in 9th grade*)

Fine Arts, Career Technical Education (CTE), and/or foreign language—3 Units in any combination of courses
(*Recommended 10th – 12th grade*)

**Includes PLTW – Computer Science Courses*

***As of Fall 2020, all 9th graders will take LET 1 and 1B (Leadership Education Training) as part of the Freshman Leadership Academy. These courses fulfill the Physical Education and Career Preparedness course requirements, per waivers via the ALSDE – Career Preparation, 2024-25 School Year Only.*

See Alabama High School Graduation Requirements – Updated March 19, 2024 (ALSDE) on page 7

UNIT SUMMARY:

Total Academic Units Required:	22 Units
Total Elective Units Required:	8 Units
Total All Units Required:	30 Units
Total Units Available:	32 Units

ALABAMA HIGH SCHOOL DIPLOMA

MINIMUM PROGRAM REQUIREMENTS

ESSENTIAL/ LIFE SKILLS PATHWAY

Approved courses in the following subject areas:

<u>GRADE 9</u>	<u>GRADE 10</u>	<u>GRADE 11</u>	<u>GRADE 12</u>
English	English	English	English
Math	Math	Math	Math
History	History	History	History
Science	Science	Science	Science

ADDITIONAL REQUIREMENTS:

Health—1 Unit (*Recommended 10th grade*)

**Physical Education—1 Unit (*Recommended 9th grade*)

**Career Preparedness (*Recommended in 9th grade*)

Career Technical Education (CTE)—3 Units (*Recommended 10th – 12th grade*)

JAG, Workforce Readiness, or Transition Services—1 Unit (*Recommended 10th – 12th grade*)

Cooperative Education Seminar/Work-Based Experience—2 Units

***As of Fall 2020, all 9th graders will take LET 1 and 1B (Leadership Education Training) as part of the Freshman Leadership Academy. These courses fulfill the Physical Education and Career Preparedness course requirements, per waivers via the ALSDE – Career Preparation, 2024-25 School Year Only.*

See Alabama High School Graduation Requirements – Updated March 19, 2024 (ALSDE) on page 7

UNIT SUMMARY:

Required Units:	25 Units
Elective Units:	5 Units
Total Units:	30 Units
Total Units Available	32 Units

*Note: This diploma option is available **ONLY** to students with an Individualized Education Plan. Certain requirements for this Diploma Pathway may be changed or waived as directed by the IEP Team. The Essential/Life Skills Diploma **DOES NOT** meet the general academic requirements for acceptance to post-secondary institutions, the National Collegiate Athletic Association (NCAA), or the military.*

ALABAMA HIGH SCHOOL DIPLOMA

MINIMUM PROGRAM REQUIREMENTS

ALTERNATE ACHIEVEMENT STANDARDS PATHWAY

<u>GRADE 9</u>	<u>GRADE 10</u>	<u>GRADE 11</u>	<u>GRADE 12</u>
AAS: EngLA-9	AAS: EngLA-10	AAS: EngLA-11	AAS: EngLA-12
AAS:Math-9	AAS:Math-10	AAS:Math-11	AAS:Math-12
AAS:SoSt-9	AAS:SoSt-10	AAS:SoSt-11	AAS:SoSt-12
AAS:Sci-9	AAS:Sci-10	AAS:Sci-11	AAS:Sci-12

ADDITIONAL REQUIREMENTS:

Physical Education —1 Unit

AAS Life Skills—3 Units

AAS Pre-Vocational, AAS Vocational, AAS Community Based Instruction, and/or AAS Elective Course; or
Electives—3 Units

JAG, Workforce Readiness, or Transition Services—1 Unit (*Recommended 10th – 12th grade*)

UNIT SUMMARY:

Required Units: 22 Units

Elective Units: 8 Units

Total Units: 30 Units

Total Units Available 32 Units

Note: This diploma option is available ONLY to students with an Individualized Education Plan. Certain requirements for this Diploma Pathway may be changed or waived as directed by the IEP Team. The Alternate Achievement Standards Pathway DOES NOT meet the general academic requirements for acceptance to post-secondary institutions, the National Collegiate Athletic Association (NCAA) or the military.

Alabama High School Graduation Requirements

Updated March 19, 2024

- CIVICS EXAMINATION - Earning a passing score on this exam is required for graduation
- COLLEGE AND CAREER READINESS
 - Earning a benchmark score in any subject area on the ACT® college entrance exam.
 - Earning a qualifying score of three or higher on an Advanced Placement® exam.
 - Earning a qualifying score of four or higher on an International Baccalaureate® exam.
 - Earning college credit while in high school.
 - Earning a silver or gold level on the ACT® WorkKeys® Exam.
 - Completing an in-school youth apprenticeship program.
 - Earning a career technical industry credential listed on the compendium of valuable credentials of the Alabama Committee on Credentialing and Career Pathways.
 - Being accepted into the military before graduation.
 - Attaining Career and Technical Education (CTE) completer status.
 - Any additional College and Career Readiness (CCR) indicator approved by the Alabama State Board of Education.
- FINANCIAL LITERACY COURSE REQUIREMENT AND EXAMINATION
 - Banking and Financial Institutions
 - Managing Finances and Budgeting
 - Money Management and Personal Tax Liabilities
 - Saving and Investing
 - Risk Management and Insurance
 - Saving and Investing
 - Credit and Debt Management
 - Business and Legal Concepts
- Special Education
 - Students with disabilities who have an Individualized Education Program (IEP) may choose from three pathways that lead to an Alabama High School Diploma: General Education Pathway, Essentials Pathway, and Alternate Achievement Standards (AAS) Pathway. All students with disabilities that meet the graduation requirements for their selected pathway will receive an Alabama High School Diploma.
 - Students with disabilities who complete all coursework on the Alabama High School Diploma: General Education Pathway and who meet all graduation requirements will earn and be awarded an Alabama High School Diploma: General Education Pathway. These students will count as federal and state graduates in the Four-Year Cohort Graduation Rate.
 - Students with disabilities on the Alabama High School Diploma: Essentials Pathway or Alabama High School Diploma: Alternate Achievement Standards (AAS) Pathway will receive their selected diploma; however, students will not be counted to the U.S. Department of Education as a federal graduate in the Four-Year Adjusted Cohort Graduation Rate. Those students are considered state completers, not federal graduates nor dropouts.

For additional information, please visit https://www.alabamaachieves.org/wp-content/uploads/2024/03/GR_20240321_AL-High-School-Graduation-Requirements-Additional-Guidance_V1.0.pdf

Or scan the following QR code



SUMMARY OF DIPLOMA AND CERTIFICATE OPTIONS

- | | | |
|----|---|-------------------------------|
| 1. | Alabama High School Diploma with Advanced Academic Endorsement
<i>Must meet <u>Advanced Academic Endorsement</u> core academic requirements.</i> | All Students |
| 2. | Alabama High School Diploma
<i>Must meet <u>Alabama High School Diploma</u> core academic requirements.</i> | All Students |
| 3. | Essentials/Life Skills Pathway | Special Program Students Only |
| 4. | Alternate Achievement Standards Pathway | Special Program Students Only |

NOTE: STUDENTS WILL NOT PARTICIPATE IN COMMENCEMENT CEREMONIES UNLESS THESE STANDARDS HAVE BEEN MET IN FULL!

COURSE SUBSTITUTION

A course substitution, as defined by the ALSDE, is when a student/school system enrolls a student in a course in lieu of the traditional/required Alabama High School Graduation course, either equivalent or substituted:

- Equivalent – the course to be substituted includes at least a 90% match in course standards (to the traditional/required course).
- Substitution – the course is approved as an “appropriate” replacement but is not an equivalent as defined above.
- The ALSDE has a list of equivalent and substitute courses. Locally developed CTE and Core Academic courses must be approved via the ALSDE.
- Dual Enrollment—If a student is enrolled in a dual enrollment course that satisfies the corresponding Alabama High School Graduation Requirements (per the ALSDE Course Equivalent/ Substitution List), these courses will be considered “substitute” courses (e.g., English Composition I = English 11).

- Dual Enrollment courses associated with partners outside of PCS agreements must be a) from an accredited institution and b) preapproved before being recorded to a student’s transcript or satisfying graduation requirements. When questions or circumstances arise regarding specific programs, the superintendent will make the final decision.

GRADE FORGIVENESS

A student may retake a course (same course – same ALSDE code) in an attempt to obtain a higher and/or passing grade for the purposes of class rank or diploma option (i.e., Advanced) – see page 11 for more details.

- A student’s previous and/or failing grade (D or F) is NOT to be removed from the student’s permanent record. However, for the purposes of GPA and/or class rank, the higher of the two grades will be used for these calculations.
- In addition, a student may only be awarded graduation credit for a course once – the Alabama Administrative Code does not allow credit to be awarded for repeated courses. Therefore, on the transcript, both grades will show, but the lower of the two will not be for credit, and the lower of the two will **not** be calculated for GPA/class rank.
- All final grades in all courses attempted must be placed on a student’s transcript.
- In the case of dual enrollment courses, the “grade forgiveness” policy would still be in effect—the same course must be retaken (for GPA or Class Rank purposes). In the event that the course is not retaken, but the corresponding Alabama High School Graduation course is taken, the dual enrollment course (and the corresponding grade) would be treated as elective credit (if credit is awarded).
- Dual enrollment classes that do not specifically satisfy an Alabama High School Graduation requirement would be treated as electives.

ACADEMY, CAREER TECHNICAL EDUCATION, AND CERTIFICATION ENDORSEMENT OPTIONS

With new academy options being developed periodically, the Pike County School System continues to provide progressive, challenging opportunities for advanced and career-oriented education. The Pike County School System is dedicated to teaching practical job skills and promoting real-world knowledge and experience. The goal is for Pike County students to be prepared for college and their careers through academic and industry-related courses of study and career instruction/certification.

Various academy options include dual enrollment classes, available through partnerships with colleges and universities. Additionally, the Troy-Pike Center for Technology offers courses that allow students to earn industry credentials, certifications, and/or CRIs (Career Readiness Indicators). Students interested in exploring any of these options should contact their local school guidance counselor, who can provide you with an updated list of all the available options. Students earning CRIs will earn a CTE endorsement.

PIKE COUNTY SCHOOL SYSTEM COMMUNITY SERVICE ENDORSEMENT

The Pike County School System Community Service Endorsement is offered to encourage Pike County students to make meaningful connections and enrich the lives of others by performing service for their community without receiving any external reward or financial benefit.

Community service is defined as volunteer service above and beyond normal or routine service at an event that benefits a community or its institutions. Many scholarship opportunities require documentation of community service – this endorsement will satisfy that requirement. The awarding of this endorsement involves students volunteering service to non-profit agencies, the public sector, and educational institutions. Approval from a designated school official/administrator and parent/guardian is required prior to each project selected by the student, if during school hours.

In order to receive the Pike County Community Service Endorsement, the following requirements must be met:

- 60 community service hours earned in grades 9-12.
- At least 30 of the 60 hours must be served in the larger community outside of the school.
- An adult in a supervisory position must verify service hours by signing the log sheet. Parents, friends, and relatives may not verify community service hours.
- There can be no financial payment for community service.
- No credit will be given for work with a profit-making organization.
- No credit will be awarded for court-ordered service.
- Volunteering to work for a family or a family business is not acceptable as community service.
- Athletic participation is not acceptable as community service.
- Band, choir, and JROTC performances are not acceptable as community service.
- Service club meetings and conferences (e.g., Key Club, SGA) will not count toward community service; only service itself will be counted.
- No more than eight hours per day may be awarded per service activity (ex., volunteering to work at camps that extend beyond one day)
- Unverified community service hours will not be counted.
- Students are expected to report community service accurately and honestly. Community service hours will be checked randomly, and any student who misrepresents hours or signatures will forfeit this endorsement.
- It is recommended that students earn 15 community services hour each year, starting in the 9th grade – this will ensure that students earn 60 by the time of graduation.

The counseling department will accept community service completed throughout the summer months. In order to receive this endorsement, the requirements must be met by seniors and approved by the counselor by the end of the first semester of the student's graduating year. The Community Service Endorsement may be required in certain programs. Please see your guidance counselor for more information (e.g., Academy Programs).

See page 15 for the Community Service Log.

VALEDICTORIAN, SALUTATORIAN, AND HONOR GRADUATES

As Directed by Board Policy 5.23

- The Pike County Board of Education establishes the following criteria to determine students eligible for valedictorian, salutatorian, and honorary graduation in the high schools within the school system.
- Honor graduates will be selected from students pursuing the Advanced Academic Endorsement Diploma Options. Honor graduates shall be the ten (10) students with the ten highest weighted numerical grade point averages.
- The valedictorian and salutatorian shall be selected from students pursuing the Advanced Academic Endorsement Diploma Options. The student must meet all requirements of the Advanced Academic Endorsement Diploma Option.
- The honor graduates, valedictorian, and salutatorian of the senior class must have been enrolled in the same school for four (4) consecutive semesters prior to graduation (excluding summer sessions)—entry date starting in the fall semester of their junior year.
- For Top-Ten Honor graduates, students must be enrolled in the school/cohort for four (4) consecutive semesters prior to the date of graduation – enroll starting the fall semester of their junior year.
- If letter grades are present on a transfer student's transcript, the student must have the respective school(s) attended submit the grades in numerical form. If school officials of the school attended by the student cannot or will not convert the letter grades to numerical grades, the letter grades will be transposed to numerical grades as follows:

A+=99	B+=89	C+=79	D+=69	F=59 and below
A =95	B =85	C =75	D =65	
A- =90	B- =80	C- =70	D- =60	

- The valedictorian of the senior class of each high school shall be the student who obtains the highest numeric, weighted grade point average.

- The salutatorian of the senior class of each high school shall be the student who obtains the second highest numeric, weighted grade point average.
- Only courses taken during grades 9 – 12 will be used to calculate Valedictorian, Salutatorian, and Honor Graduates.
- A minimum of 9.0 dual enrollment credit hours will be required for all Top 10 honor graduates.
- Students enrolled in Academy Courses for dual enrollment may earn more than 32 credits. In these cases, if dual enrollment courses are matched with ALSDE course codes, these courses will be displayed on the high school transcript, be weighted accordingly, and count toward class ranking.
- Weighting of Courses/Class Ranking
 - In the senior year, final grade point averages will be calculated at the end of the third nine weeks of the senior year to determine valedictorian and salutatorian.
 - Final grade point averages for Top 10 will be rounded to five (5) places after the decimal.
 - The top 15 grade point averages will be calculated by hand to ensure accuracy and will be submitted to the Valedictorian/Salutatorian/Honor Graduate Committee to verify.
 - For standard GPA calculations, every 1.0 numeric value equals a 0.1 GPA point value. For numerical GPA calculations, 10 points will be added to dual enrollment courses, and 1 point will be added to Honors classes and Foreign Language courses.
 - Top 10 calculations will be based on a) all dual enrollment courses sponsored by the Pike County Schools (Academic and Career Technical) and b) only core academic/honors courses – traditional electives will not be used for Top 10 calculations.
 - Should two students have the exact same grade point average, they will share the designation of valedictorian or salutatorian.
- Honor Graduates (Top 10) Committee
 - The school principal and counselor will ensure all student grades are accurate and posted to the school's data management system and that all data fields are properly configured to produce accurate transcript labels.
 - Any extraordinary situation or circumstance that may arise will be resolved by the school principal in consultation with the Superintendent.
 - The Honor Graduates Committee will be comprised of the school principal, counselor, senior class sponsor, and an additional faculty member (at the discretion of the school principal). The committee will verify transcripts and give initial approval for valedictorian, salutatorian, and honor graduates, who will then be forwarded to a district-level team for confirmation.

- A review of the LEA Honor Graduates Committee results will be completed by a four-person district-level team led by one of the Administrative Assistants to the Superintendent. One of the team members will be a third-party evaluator to ensure another level of neutrality. Once the team has confirmed the Top 10 Honor Graduates (including Valedictorian/Salutatorian), the results will be presented to the superintendent for review and permission to distribute.
- The principal is the only person who may release ranking information, upon approval of the superintendent.

PROMOTIONAL CRITERIA

GRADES SEVEN (7TH) AND EIGHT (8TH)

Students in grades 7 and 8 must meet the following criteria in order to advance to the next grade.

- Pass all core academic courses: English, mathematics, social studies, and science each year.
- Pass six of eight courses scheduled during the school year.

GRADES NINE (9TH) THROUGH TWELVE (12TH)

Students in grades 9 through 12 must meet the following criteria in order to advance to the next grade. Promotion from grade level to grade level may occur only at the end of a semester.

- Pass all core academic courses: English, mathematics, social studies, and science each year.
- Exit ninth (9th) grade Pass 7 units
- Exit tenth (10th) grade Pass 15 units
- Exit eleventh (11th) grade Pass 22 units
- Exit twelfth (12th) grade* Pass 30 units

No student may exit 12th grade, participate in commencement, or otherwise be considered a graduate from the Pike County School System **except upon completion of one of the previously described Diploma or Certificate of Completion Options.*

Note - High school students (grades 7-12) on block scheduling who are absent from any one class more than seven (7) times per term (including both excused and unexcused absences) will be assigned a grade of F and denied credit for the class if the appeal process is denied.

Attendance per the Pike County Schools – Code of Conduct

- In order for a student to be counted present, the student must be in school for more than fifty percent (50%) of the school day. Students not in attendance at least 50% of the school day cannot participate in extracurricular/co-curricular activities on that day. Attendance will also be maintained in individual classes for grades 7-12. If a student misses seven (7) or more days in a school term, the credit is automatically withheld. Parents will be informed

that they have the option of going before the school attendance committee to petition for reinstatement of credit – see the Pike County Schools Code of Conduct for more information.

- Students who have been denied credit or promotion due to excessive absences may appeal this action. Upon notification of denial of credit or promotion, the parents will have ten calendar days to appeal this action or it will become final. It is the parent's responsibility to complete the appropriate appeal forms (which can be secured from the school office) and forward them to the school principal for review and consideration. Consideration will only be given in cases of extended illness, injury, or other extenuating circumstances exist and when documented proof of the reason for the excessive absences can be provided by the parent – see the Pike County Schools Code of Conduct for more information; also, pages 16 and 17 – Denial of Credit letter (grades 9-12) and Parent Appeal letter.
- **The Pike County Board of Education's liberal make-up work policies may result in a student receiving a passing grade in a course. However, they may still be denied credit for these cases due to policies related to attendance, which could supercede grades.**

CLASS RANKING

The local school may recognize students in grades 7 through 11, to determine the highest grade point average — Only grades from core subjects and dual enrollment core subjects (English, Math, History, and Science) will be averaged to determine the 1st and 2nd Highest Overall GPA; no electives will be calculated. The 9th-grade STEM courses are considered to be science courses, not electives. This is not related to Valedictorian, Salutatorian, and Honor Graduates.

COMPUTER LITERACY

All students must demonstrate minimum computer literacy skills prior to graduation. Middle school students will take the Computer Science Discoveries course, and high school students will take the Exploring Computer Science course. In addition, core area teachers will document the Digital Literacy Standards taught in their classes and submit the documentation to the Technology Coordinator at the end of each semester.

Pike County Schools – Community Service Log

Student: _____ School Year: _____ School: _____

Date	Organization	Description of Service	Supervisor's Signature	Supervisor's Title	Hours

Form 18-65

PIKE COUNTY BOARD OF EDUCATION

**NOTIFICATION THAT CREDIT IS DENIED BECAUSE OF
STUDENT ABSENCES (Grades 9 – 12)**

Notice to parent/guardian of students who have been absent 7 or more times in a term.

Date: _____

Student: _____

This is to notify you that your child has been absent for seven (7) or more times this term from the class as shown below.

Teacher	Class

According to Board policies adopted on May 14, 2018, I am denying credit for the class shown above.

Students who have been denied credit or promotion due to excessive absences may appeal this action. Upon notification of denial of credit or promotion, the parents will have ten calendar days to appeal this action or it will become final. It is the parent's responsibility to complete the appropriate appeal forms (which can be secured from the school office) and forward them to the school principal for review and consideration. Consideration will only be given in cases of extended illness, injury, or if other extenuating circumstances exist and documented proof of the reason for the excessive absences can be provided by the parent.

Principal

COPIES: White – Parent

Pink – Teacher

Yellow - Principal

Form 10-32

PARENT APPEAL FORM

(This form is to be completed by parents who desire to appeal the principal's decision to deny credit or promotion because of absences. Parents should forward this completed form to the principal's office.)

I feel that promotion or credit for my child in the class(es) or grade shown below should be granted.

Student Name _____

Grade (If Elementary) _____ Teacher Name _____

Class Name	Name of Teacher
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Reasons I feel that promotion (if elementary), or credit should be granted:

I understand that the School Officials will review this appeal to make a determination in this case to the school principal within five school days of the receipt of this form and that the school principal will notify me of his/her decision in this case. I further understand that my child should remain in attendance pending this decision.

If I have document to support reasons listed above, such documents are attached.

Parent/Guardian's Signature _____

Date _____

Copies: White – Parent/Guardian Pink – Teacher Yellow - Principal