



Attendance for Credit Petition Form A-3

According to Texas State law, each student must be in attendance 90 % of the days the class is offered. The implementation of the Attendance for Credit Program is to ensure that all students are in attendance 90% of the time a class is offered to certify successful accrual of credit or final grade.

Petitions must be filed no later than 30 days after the last day of the semester and the last day of the school year for students in yearlong courses, which credit or final grade is lost for lack of attendance. The petition for a graduating senior, grade 12, must be filed 30 days prior to the official last day of school for seniors. Exceptions allowable with Executive Director approval.

Petitions are required for the following (Check reason for petition):

- 1 - Student fails to successfully complete the Principal’s Plan by the school’s published deadline and requests additional time to complete the plan;
- 2 - Student/parent requests exemption from the plan due to extenuating circumstances as noted on the Attendance Review and Restoration Form
- 3 - Student’s attendance drops below 75% of the days the class is offered and the student is passing the course.

Please print all information in ink. Form must be complete with all the information for the Attendance Committee to consider. Attach additional information to be considered/presented.

STUDENT NAME:	STUDENT ID:	PARENT NAME:	PHONE:	EMAIL:
NUMBER OF DAYS MISSED:	STUDENT MEDICALLY DOCUMENTED ISSUE: <input type="checkbox"/> Yes <input type="checkbox"/> No	FAMILY ISSUE: <input type="checkbox"/> Yes <input type="checkbox"/> No	OTHER:	

Please briefly explain the circumstances you would like the committee to consider before approving/denying the requested petition.

Parent/Guardian’s signature* / Date

**Student may sign if age 18 or older*

Campus Use ONLY: Petition Approved Petition Denied Date: _____

Notes:

Attendance Administrator / Committee Designee

Signature: _____