



Date

Dear Parent or Guardian of

Your child has failed to meet the 90% attendance requirement in one or more classes as required by Section 25.092 of the Texas Education Code. If there is an extenuating circumstance, you have the right to petition that your child be awarded credit. In order to petition courses, your child **MUST** be academically passing the class. Please fill out this petition request and supply any medical or other documentation you may have. All petitions are due to the Attendance Administrator's office by **Date**

It is important that your student attend attendance restoration until the attendance committee renders a decision.

Attendance Restoration Opportunities

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

- 1 ___ Student/parent requests exemption from the plan due to extenuating circumstances as noted on the Attendance Review and Restoration Form.
- 2 ___ Student is currently not eligible to attend attendance restoration due to excessive absences. Parent is requesting the student be allowed to make up absences by attending attendance restoration.

Please print all information in ink. Form must be complete with all the information for the Attendance Committee to consider. Appropriate documentation for each special circumstance must be provided and attached to this form.

STUDENT NAME:	STUDENT ID:	PARENT NAME:	PHONE:	EMAIL:
NUMBER OF DAYS MISSED:	STUDENT MEDICALLY DOCUMENTED ISSUE: Yes / No	FAMILY ISSUE: Yes / No	OTHER:	

If one or more of the special circumstances below apply to the student, please indicate it by checking the appropriate box/boxes:

- Being in the state foster program
- Homelessness
- Pregnancy
- Being the principal income earner for the student's family
- None of these special circumstances apply

Root cause/reason for absences:

Parent Signature: _____

Date: _____

School Personnel: Use back of this form for referral process