



Appeal of Attendance Recording High School Students Only

Office of Curriculum and Instructional Programs

850 Hungerford Drive, Rockville, Maryland 20850

MONTGOMERY COUNTY PUBLIC SCHOOLS

MCPS Regulation JEA-RA, *Student Attendance*

MCPS Form 560-26A

September 2018

School Name _____

Student Name _____ MCPS ID# _____ Grade _____

PART I: UNEXCUSED ABSENCE DATES

| DATE(S) | REASON | NOTE(S) ATTACHED |
|---------|--------|--|
| | | <input type="checkbox"/> YES <input type="checkbox"/> NO |

Students with five unlawful absences in a class will automatically be notified to submit an appeal of the recording of their absences if they or their parents/guardians believe any absence was recorded incorrectly, or develop an attendance intervention plan with their counselors/administrators. See [MCPS Form 560-26B, Attendance Intervention Plan](#).

- An appeal and/or attendance intervention plan may be initiated by the student, parent/guardian, or counselor/administrative team.
- The counselor/administrative team will consult with the teacher regarding requirements for make-up work and will communicate the information to the student and the student's parent/guardian.
- Attendance appeal and intervention plan forms will be available at the counseling and administrative offices and on the MCPS website.
- An administrator will review and sign off on the intervention plan.
- If a student does not complete either an appeal of attendance recording or an attendance intervention plan and/or continues to be further unlawfully absent, the student will be considered to be in danger of receiving a failing grade in that course.

PART II: PARENT/GUARDIAN/ELIGIBLE STUDENT: Please attach all related documentation when applicable. (doctor/medical notes, etc.)

Parent/Guardian/Eligible Student Signature _____ Date ____/____/____

Contact Number(s) _____

PART III: ATTENDANCE SECRETARY REVIEW

All notes, related documents are attached.

Attendance Secretary Signature _____ Date ____/____/____

PART IV: COUNSELOR REVIEW

Please check one:

Appeal Approved

Appeal Denied

Attendance Intervention Plan, completed [MCPS Form 560-26B, Attendance Intervention Plan](#), Required

Other circumstances apply _____

Counselor Signature _____ Date ____/____/____

PART V: ADMINISTRATOR APPROVAL

Principal/Designee Signature _____ Date ____/____/____