

The Appeal Process

The Appeal Process has been developed for situations which result in excessive absences. An Attendance Appeals Board made up of three (3) to five (5) school officials will make assessments of individual situations and a decision will be made. The Appeals Board will include a representative from the school in which the student attends. Step 1. **An appeal for loss of credit due to absenteeism must be initiated by the student, parent/guardian, guidance counselor, assistant principal, or teacher.** This may be by letter, e-mail, or verbal contact to the Supervisor of Attendance or the Attendance Assistant. Step 2. The Supervisor of Attendance and the Attendance Assistant will review the days absent, and if sufficient documentation has been presented, the credits will be restored. Responsiveness to attendance interventions will also be considered at this time. (Policy Manual – Chicopee Public Schools Section J Page 2 of 2) Step 3. Appeals which have not been decided by Step 2 will then be reviewed by the Appeals Board which may include the Supervisor of Attendance, Guidance Counselor and Vice Principal and include the student and parent, if requested. A decision will be made and the student will be notified. A denial may be appealed by written letter within three days of denial to the Principal, who may require a meeting with the student and parent/guardian. The Principal will render a decision as soon as possible.