

# Provo High School Attendance Appeal

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Student Number \_\_\_\_\_

Parent Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Utah State Law requires students between the ages of 6 and 18 to be in attendance at school unless they have graduated from high school (see Utah Code, 53A-11-101, 53A-11-102).

The Provo City School District Board of Education recognized the importance of regular student attendance for a successful learning experience. Attendance and grade changes can only be made for two weeks after the end of a term and require principal approval.

## Purpose of Appeal (check appropriate box):



1: To excuse absences that were not excused within 48 hours of your student's return to class. Please note that more than three (3) absences per class (per term), must also meet requirements for #2 below.

Date(s): \_\_\_\_\_ Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



2: If this appeal is to excuse more than three (3) absences per class (per term), please **attach** one of the following:

- A. Doctor's Note (doctor's office may fax notes to 801-374-4880, Attn: Attendance). Must be an excuse note, not prescriptions or appointment reminders, etc.
- B. Funeral verification
- C. Travel/Vacation verification
- D. Other Emergency explanation and documentation

Date(s): \_\_\_\_\_ Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I verify my student was unable to attend class on these dates and request that they be excused.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Response:

Administrative Signature: \_\_\_\_\_ Date: \_\_\_\_\_