

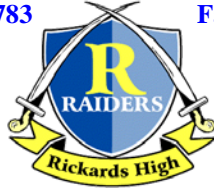
JAMES S. RICKARDS HIGH SCHOOL

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Tallahassee, Florida 32301

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Mr. Rusty Edwards, AP - Attendance
Mr. Danny Whitfield, AP - Discipline
Mr. Patrick Wright, AP - Curriculum



Dr. Joe Williams, IB Coordinator
Mr. Wilfred Brown, Dean
Mr. Mike Holmes, AD

Dr. Michelle Gayle, Principal

Attendance Appeal Application

(Include an Attendance Summary with each application)

Student Name: Student Number: Grade:

Please review the attached documents for the above named student regarding the recording of unexcused absences. I acknowledge that the attached documents are all official; legal documents, medical excuses from a medical institution, or other verification such as event/funeral program or invitation. **I understand that a school employee may call to verify each of the submitted documents, and that forgery will automatically cause this appeal to be denied.**

My child and I also understand that, at this time, notes for staying home sick will not be accepted, nor will notes regarding car trouble be accepted unless accompanied by paperwork which proves an automobile accident, traffic stop/citation, or mechanical repair that took place on the date in question.

The School is responsible for communicating the need for a conference. Results of the appeal may be provided to me via the contact methods listed below.

Parent/Guardian Name

Telephone Number

Email Address

Parent/Guardian Signature

Date

Office Use Only

Date Received in Student Affairs Office: _____ Received by: _____

Administrator's Review

- Request Approved
 Request Denied

Administrator's Signature: _____ Date: _____

"The Leon County School District does not discriminate against any person on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, color, or disability."