

WESTERN BRANCH HIGH SCHOOL
EXTENUATING CIRCUMSTANCES APPLICATION

SPRING SEMESTER

Dear Parents, Students, and Faculty,

The extenuating circumstances application packet is for any student who is in jeopardy of failing any class due to attendance reasons. Extenuating circumstances may be granted when a student exceeds the allotted number of absences. This packet must be completed in its entirety with all possible documentation attached: subpoena, official doctor notices, obituaries, etc. and returned to Mr. Alexander, Assistant Principal.

Students who have missed days due to suspension from school may not be considered for extenuating circumstances. IF GRANTED EXTENUATING CIRCUMSTANCES, ANY AND ALL ADDITIONAL ABSENCES SHOULD BE EXCUSED ABSENCES AND APPROVED BY THE PRINCIPAL OR DESIGNEE. Thank you.

**COMPLETED APPLICATION PACKET
DUE DATE: WEDNESDAY, MAY
22, 2019 BY 4:00 PM**

WESTERN BRANCH HIGH SCHOOL STUDENT REQUEST FORM

This application is for any student who is in jeopardy of failing any class due to attendance reasons. Extenuating circumstances may be granted when a student exceeds the allotted number of absences.

STUDENT NAME _____

IDENTIFICATION # _____

GRADE LEVEL _____

Student request is for which of the following:

_____ TERM COURSE (S)

_____ FULL YEAR COURSE (S)

Are any of your absences unexcused?

YES If yes, how many? _____

NO

Did you make – up any absences in the extended day program?

YES

NO

Have you ever requested extenuating circumstances before?

YES If yes, when? _____

NO

A request for extenuating circumstances is being made for the following classes:

BELL	COURSE NAME	# OF ABSENCES	# OF EXTENDED SESSIONS ATTENDED	TEACHER
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Briefly explain the reason(s) you should be granted extenuating circumstances. **BE SPECIFIC WITH YOUR RESPONSE!**

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE

PARENT PHONE NUMBER

PARENT E-MAIL ADDRESS

Please note that extenuating circumstances does not include sickness unless it is of a continuing nature and is certified by a licensed medical doctor. Appropriate written documentation must be provided. IF GRANTED EXTENUATING CIRCUMSTANCES, ANY AND ALL ADDITIONAL ABSENCES SHOULD BE EXCUSED ABSENCES AND APPROVED BY THE PRINCIPAL OR DESIGNEE.

PLEASE PRINT AND HAND OUT THE FOLLOWING PAGES TO YOUR TEACHERS IN TIME FOR THEM TO PROVIDE FEEDBACK TO COMPLETE YOUR APPLICATION.

PLEASE RETURN THIS FORM TO MR. ALEXANDER BY WEDNESDAY, MAY 22, 2019

WESTERN BRANCH HIGH SCHOOL EXTENUATING CIRCUMSTANCES TEACHER FORM
BELL ONE

Student Name: _____

Teacher Name: _____

Course: _____

Dear Colleague,

The student listed above has requested consideration for extenuating circumstances. Please provide any information that will aid in the decision making process.

How many days has this student missed in your class? _____

Have you received notices from the Extended Day Program indicating the student has made up any absences?

Yes No

- If "yes", how many absences were made up? _____

Has this student regularly made up work? Yes No

Write the student's estimated grade if extenuating circumstances is granted.

- Grade _____

Do you recommend granting extenuating circumstances? Yes No

Explain your response:

PLEASE RETURN THIS FORM TO MR. ALEXANDER BY WEDNESDAY, MAY 22, 2019

***WESTERN BRANCH HIGH SCHOOL EXTENUATING CIRCUMSTANCES TEACHER FORM
BELL TWO***

Student Name: _____

Teacher Name: _____

Course: _____

Dear Colleague,

The student listed above has requested consideration for extenuating circumstances. Please provide any information that will aid in the decision making process.

How many days has this student missed in your class? _____

Have you received notices from the Extended Day Program indicating the student has made up any absences?

Yes No

- If "yes", how many absences were made up? _____

Has this student regularly made up work? Yes No

Write the student's estimated grade if extenuating circumstances is granted.

- Grade _____

Do you recommend granting extenuating circumstances? Yes No

Explain your response:

PLEASE RETURN THIS FORM TO MR. ALEXANDER BY WEDNESDAY, MAY 22, 2019

WESTERN BRANCH HIGH SCHOOL EXTENUATING CIRCUMSTANCES TEACHER FORM
BELL THREE

Student Name: _____

Teacher Name: _____

Course: _____

Dear Colleague,

The student listed above has requested consideration for extenuating circumstances. Please provide any information that will aid in the decision making process.

How many days has this student missed in your class? _____

Have you received notices from the Extended Day Program indicating the student has made up any absences?

Yes No

- If "yes", how many absences were made up? _____

Has this student regularly made up work? Yes No

Write the student's estimated grade if extenuating circumstances is granted.

- Grade _____

Do you recommend granting extenuating circumstances? Yes No

Explain your response:

PLEASE RETURN THIS FORM TO MR. ALEXANDER BY WEDNESDAY, MAY 22, 2019

WESTERN BRANCH HIGH SCHOOL EXTENUATING CIRCUMSTANCES TEACHER FORM
BELL FOUR

Student Name: _____

Teacher Name: _____

Course: _____

Dear Colleague,

The student listed above has requested consideration for extenuating circumstances. Please provide any information that will aid in the decision making process.

How many days has this student missed in your class? _____

Have you received notices from the Extended Day Program indicating the student has made up any absences?

Yes No

- If "yes", how many absences were made up? _____

Has this student regularly made up work? Yes No

Write the student's estimated grade if extenuating circumstances is granted.

- Grade _____

Do you recommend granting extenuating circumstances? Yes No

Explain your response: