

**WESTERN BRANCH HIGH SCHOOL
EXTENUATING CIRCUMSTANCES APPLICATION
SPRING 2012 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.

If a student has not attended the maximum number of days possible in the Extended Day Program, the student's case may not be heard. Also, students who have missed days due to suspension from school may not be considered for extenuating circumstances. Thank you.

**COMPLETE
APPLICATION PACKET
DUE DATE:
WEDNESDAY, MAY 23,
2012 BY 4:00 PM**

PLEASE RETURN THIS FORM TO MR. ALEXANDER BY
WEDNESDAY, MAY 23, 2012

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 23, 2012

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 23, 2012

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 23, 2012

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:

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 DAY SESSIONS ATTENDED	TEACHER

