A commitment to school attendance is an essential component of a quality learning experience and regular attendance and engagement are required in order to demonstrate mastery of the material. Please state your commitment to attend regularly and engage in all classroom instruction. Be specific how you will work to improve your attendance and master the material presented.

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<th>Dates</th>
<th>Reason</th>
<th>Note(s) Attached</th>
<th>Y/N</th>
<th>Approve/Denied</th>
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Parent/Guardian: Please attach all related documentation when applicable. (doctor/medical notes, etc.)

Parent/Guardian Signature: _______________________________ Contact Number(s): _______________________________

Student Signature: _______________________________ Date: ________________

Part III. Attendance Secretary Review: Review unlawful absences. Please check:

- Appeal granted (unlawful absences meet MCPS attendance guidelines and record updated/teachers informed)
- Absences unlawful and Attendance Intervention Plan Form required (refer to counselor/administrator)

Attendance Secretary Signature: _______________________________ Date: ________________

Part IV. Counselor/Administrator Review: Review Intervention Plan Form and requirements

Please check:  ____ Attendance Intervention Plan Form Completed

- Other circumstances apply

Counselor Signature: _______________________________ Date: ________________

Part V. Administrator Decision:  ____ Appeal Granted- Attendance Modified (Yes/No)  ____ Appeal Denied

Signature: _______________________________ Date: ________________