GARDNER HIGH SCHOOL

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NEASC
Founded in 1885

POTENTIAL LOSS OF CREDIT

Dear Parent:

Re: _____ _____
(Students Name) Year of Graduation

In keeping with the guidelines of the high school's attendance policies, teachers will notify parents when their child has missed five (5) classes of a course. I realize that most absences are excused, but I need to keep you informed of your child's attendance to date. Your child has missed my class ____ times so far this quarter. This may put him/her in jeopardy of losing credit in my class, as a student is only allowed nine (9) absences for a semester class and eighteen (18) for a yearlong class.

These are the guidelines for attendance (See Student Handbook):

CLASS ABSENCES

1. A student enrolled in a class is expected to be present each time the class is in session. The minimum attendance to receive credit in a course is 90% of the class meetings. In terms of maximum class absences allowed:
   a. For a yearlong class, meeting everyday for 5 credits: 18 classes
   b. For a semester-long class, meeting everyday for 2.5 credits: 9 classes
   c. Students who register during the school year are allowed 10% of the total number of class meeting in attendance.
2. Teachers will record all absences and will notify the office and parent(s)/legal guardian(s) when a student has reached 5 absences. A good faith effort will be made by the teachers to send out a warning letter for loss of credit should a student record his/her nineteenth class absence.
3. Students who exceed the maximum number of unexcused absences allowed, in any course, will not receive credit, in that course, for the school year.
4. All absences count toward the maximum class absences allowed, unless they are excused by an administrator or waived through the review process. See review process
5. The maximum unexcused absences allowed for seniors during the last quarter may not exceed five days.

If you have any questions, please consult the Student Handbook or call me at the number below.

_____/_____/_____
Teacher **Course** **Phone #**

Additional teacher comments:

Cc: School Counselor
Assistant Principal
Student File