

Attendance Recovery Check-List

- ☐ Teacher notifies the student of absences by providing an Attendance Alert Letter at 10 absences.
- ☐ Student returns signed Alert Letter to Teacher. If not returned, the teacher will contact parents.
- ☐ Student /parent establish attendance recovery schedule : time with teacher or before /afterschool with Attendance Recovery Staff or assigns work via digital platform.
- ☐ Students maintain a log until all time is recovered.
- ☐ Student returns the completed log of recovered time to the teacher.
- ☐ Teacher submits Alert Letter and Completed Log to Department Administrator upon completion.



CMS-Hopewell Attendance Recovery 2022-23

The North Carolina Attendance Policy expects every student to be in attendance each school day. High School students absent, excused or unexcused, for more than 10 class periods will receive a grade of F (59) for that particular course. Students must recover any absence past 10 class periods.

Students must make up the time one of the ways listed below:

- In person with assigned teacher or with approved attendance recovery coordinator
- Assigned modules on Edgenuity or an approved online platform (where proof of work and time can be documented)
- Blend of both in-person and online platform

Students who make up a minimum of half the time (45 mins) of the class period will be considered as having made up 1 absence. For example, if the class in which the student has more than 10 absences is a 90 minute class, students who make up at least 45 minutes will have made up 1 absence.

For students who are not able to Recover all of their absences above 10, by the end of the course, each school will create an Appeal Process. The Appeal process will allow students an opportunity to explain their absences (above 10), attach documentation (if available), and explain why they were unable to complete Attendance Recovery. Appeals will be reviewed by the Attendance Committee. The principal has the final decision regarding Attendance Recovery Appeals.



Attendance Recovery Alert: Letter of Notification

To Parent(s)/Guardian(s): _____

From: _____, _____ Teacher

Date: _____

Students are expected to attend class daily as outlined by GS-115C - 378: The North Carolina Attendance Laws (GS-115C-378) expect every student to be in attendance each school day. High School students absent, excused or unexcused, for more than 10 class periods will receive a grade of F for that particular course. Students must recover any absence past 10 class periods.

Your student has missed _____ class periods and requires attendance recovery. The student must complete the following to begin recovery of days:

1. Schedule a meeting with the teacher to receive Recovery assignments.
2. Schedule a time to attend recovery with the teacher or attend school-wide attendance recovery. School wide recovery will start on April 17, 2023.
 - Mon, Tues, Thursday, Friday - 2:30 - 3:15 (Room 216)
 - Monday - Friday - 6:30 - 7:15 (Room 216)
3. 45 mins of attendance recovery = 1 day .
4. Recovery Log should be signed by the student's teacher or recovery teacher.
5. Attend recovery sessions until all recovery is complete and collective absences are at 10 or under.
6. Submit log and all assignments to the teacher for which you are completing recovery

As of today, your child has _____ absences in my class.

I have reviewed Attendance Recovery expectations and understand what is required for me to recover missed days.

Student Name / ID #: _____

Student Signature & Date: _____

Parent Signature & Date: _____

Example Attendance Recovery Tracking Form

Name: _____

Teacher Name: _____

Date	Task	Time	# of Days Recovered	Teacher Initials
1/25	Stayed afterschool with Mrs. McDuffie	2:30-4:00	2 days	
1/31	Completed Edgenuity Assignment 1.2		1 day	
			Total Days Recovered: 3 days	

Attendance Recovery Tracking Form

Name: _____

Teacher Name: _____

Date	Task	Time	# of Days Recovered	Teacher Initials
			Total Days Recovered:	

Hopewell High School: Attendance Recovery Appeal Form

SECTION I: TO BE COMPLETED BY THE STUDENT & PARENT

Student Name: _____ ID#: _____

Teacher/Course: _____ # of Absences: _____

Teacher/Course: _____ # of Absences: _____

Teacher/Course: _____ # of Absences: _____

Teacher/Course: _____ # of Absences: _____

Did you attempt to complete any attendance recovery for any teacher listed above?
Attach documentation.

Explain your absences and detail why you could not complete attendance recovery.
Use a separate sheet of paper if necessary. Attach documentation.

Student Signature: _____

Parent Signature: _____

SECTION II: TO BE COMPLETED BY ATTENDANCE APPEAL COMMITTEE

_____ Appeal Granted (Assign grade earned)

_____ Appeal Denied (Assign F-59 as final grade)

Rep. Signature _____ Date: _____

A copy of this form will be placed in the teacher(s) box.

Hopewell High School: Attendance Recovery Teacher Appeal Form

SECTION I: TO BE COMPLETED BY THE TEACHER

Student Name: _____ ID#: _____

Teacher/Course: _____ # of Absences: _____

Did the student attempt to complete any attendance recovery for the course? Attach documentation.

Explain in detail why this student should pass your class with the current absences. Use a separate sheet of paper if necessary. Attach documentation.

Teacher Signature: _____

SECTION II: TO BE COMPLETED BY ATTENDANCE APPEAL COMMITTEE

_____ Appeal Granted (Assign grade earned)

_____ Appeal Denied (Assign F-59 as final grade)

Rep. Signature_____ Date: _____

A copy of this form will be placed in the teacher(s) box.

