EXHIBIT **EXHIBIT**

GADSDEN INDEPENDENT SCHOOL DISTRICT

High School Campus: _____

LOSS OF CREDIT NOTICE LETTER

Date: _____

Dear Parent/Guardian of _____ _____ _____:
Name of Student DOB Grade

The purpose of this letter is to inform you that your son/daughter may lose credit for one or more classes due to excessive absences, excused or unexcused. Excessive absences are defined as more than 17 absences in a year-long course or class. Your son or daughter's Attendance Report is attached to this letter.

In order to avoid losing credit because of excessive absences, your son/daughter must abide by the terms of an Attendance Contract which will be provided to him or her by the Attendance Office. An Attendance Contract advises a student of the total number of hours that must be made up in order to avoid losing credit in the class(es). If a student does not make up the hours required by the Attendance Contract, the student will lose credit *and* will have to repeat the class(es), even if the student had a passing grade in the class(es).

If, after receiving and reviewing the Attendance Contract, you and/or and your son or daughter wish to challenge the terms of the Attendance Contract and pending loss of credit, you may do so by contacting the campus Attendance Office at (575) _____ - _____ and requesting an Absence Review Conference with the Campus Attendance Committee.

Sincerely,

_____
Signature of Administrator or Designee Position

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[Spanish Translation]