



## Grade Reduction & Failure Due to Absence Appeal Form

*This form is intended to be used to support appeals **challenging a reduced or failing grade(s) due to unexcused absence(s) according to 5-E DCMR § 2103.13**. It is expected that schools use this form to document the appeals process to ensure compliance.*

*Parents may use this form to initiate an appeal; however, a written appeal in any format is acceptable as long as it contains relevant information to allow for follow up, including: the name of the student whose grade is being appealed, the name and contact information of the student's parent/guardian, the student's school, and the grade being appealed.*

*In the instance that the student or parent/guardian does not use this form, schools are asked to attach the original written appeal to this form, and use the information provided in that document to complete the background information section of the form.*

***(ii) This form applies solely to appeals challenging a reduced or failing grade(s) due to unexcused absence(s) according to 5-E DCMR § 2103.13. All other challenges to education records must follow the requirements of 5-E DCMR § 2602.***

### Background Information

School:	
Date:	
Student Name:	
Student ID Number:	
Name of Person Filing the Appeal:	
Role of Person Filing the Appeal: <i>(Must be Student or Parent/Legal Guardian per 5-E DCMR § 2103.13)</i>	
Parent/Legal Guardian Contact (Phone/Email):	
School Year:	
Term: (1, 2, 3, or 4)	
Course Title, Code, and Section:	
Teacher(s):	
Grade reported on academic record: <i>(Indicate F, FA, or grade received as a result of reduction for 5 or more unexcused absences)</i>	
Number of Unexcused Absences on Official Attendance Record:	

*5-E DCMR § 2103.14 provides: An appeal filed to challenge a reduced or failing grade(s) due to unexcused absence(s) shall be submitted to the principal of the school involved within 10 business days after receipt of the failing grade(s).*

**Reason for Appeal**

A student or parent/guardian may appeal a grade reduction due to absences for the following reasons:

1. A computational or procedural error in the original assignment of the grade (mark); and
2. The student and/or parent/guardian disputes the final grade (mark) received for a course or a term grade in a course where a final mark was received.

Note: If a student believes that the final grade issued is based on instructor or clerical error, prejudice, inaccuracy, or is not in alignment with established grading criteria in the course syllabus, the student may file an appeal and offer evidence to support the claim.

Please select the appropriate reason for the appeal below.

	1. Computational or procedural error in the original assignment of the grade (mark)	<i>Please explain:</i>	
	2. The student and/or parent/guardian disputes the final grade (mark) received for a course or a term grade in a course where a final mark was received.	<i>Reason for dispute (check one):</i>	
			<i>Instructor or clerical error</i>
			<i>Prejudice</i>
			<i>Inaccuracy</i>
			<i>Not in alignment with established grading criteria in the course syllabus</i>
			<i>Other (please explain):</i>

*5-E DCMR § 2103.15 provides: Upon receipt of an appeal challenging a reduced or failing grade(s) due to unexcused absence(s), the principal shall appoint an Appeals Panel and shall forward all written appeal requests to the panel chairperson within three (3) business days.*

*5-E DCMR § 2103.18 provides: The appeals panel shall hold a hearing within ten (10) calendar days after its appointment by the principal.*

## Summary of Appeals Panel Review

<b>Date of Appeals Panel Review:</b>	<b>Designated Panel Chairperson:</b>	
<b>Panel Members:</b>  By signing below, the following individuals attest to having served as panelists on the above date, and that the process was executed in accordance with regulatory requirements:		
<i>Name and Role (Chairperson)</i>	<i>Signature</i>	<i>Date</i>
<i>Name and Role</i>	<i>Signature</i>	<i>Date</i>
<i>Name and Role</i>	<i>Signature</i>	<i>Date</i>
<b>Appeals Panel Recommendation and Rationale:</b>		

5-E DCMR § 2103.22 provides: The Appeals Panel's recommendation shall be forwarded immediately to the principal who shall issue the Panel's decision within ten (10) calendar days after hearing.

## Principal Determination

**This section should be completed by the PRINCIPAL:**

☐

Request approved

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Request denied

Rationale:

<b>Date of Principal Determination:</b>	
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5-E DCMR § 2103.23 provides: If the student or his/her parent/guardian is not satisfied with the decision of the Appeals Panel, the student or his or her parent or guardian may appeal the decision of the Appeals Panel by

***submitting a written appeal to the DC Public Schools Student Hearing Office within ten (10) calendar days after receipt of decision.***

Written appeals should be submitted to [FAGradeCentralAppeal@dc.gov](mailto:FAGradeCentralAppeal@dc.gov). In order to be processed, written appeals must contain:

- 1) The name of the student whose grade is being appealed,
- 2) The name of the student's parent or guardian,
- 3) The student's school,
- 4) The grade being appealed, and
- 5) Relevant contact information to allow for follow- up.

Please feel free to reach out with any questions via the email above or by phone at **202-645-6161**.