



Tallwood High School

Global Studies and World Languages Academy

1668 Kempsville Road, Virginia Beach VA, 23464 (757) 648-5700 Fax (757) 479-5534

May 29, 2019

Dear Parents/Guardians:

I regret to inform you that, due to excessive absences, your student has received a failing grade for one or more classes for the second semester of the 2018-2019 school year.

In accordance with School Board regulation 5-17-1, "Students having more than six (6) absences from a class (excused or unexcused) within a given semester will receive a failing grade (63/N) for that semester or the actual class grade, whichever is lower." A parent my request a waiver of the attendance regulation for extenuating circumstances beyond the parent and/or student's control. **A waiver should only be submitted if your student is passing the class for which a waiver is needed.**

A waiver application is enclosed. Please complete the waiver application and have your student return it to me in the counseling office.

Completed waiver applications should include:

- **2-sided Attendance Waiver Request form (front to be completed by student/parent – back to be completed by teacher)**
- **Any additional supporting documentation you wish to include (i.e. medical notes, court documents, obituary, etc.)**

I encourage you to submit waiver requests on or before Thursday, June 13, 2019, so the results may be reflected on the student's report card. **Please understand that School Board Policy requires waiver requests to be submitted no later than ten days after the close of the semester.**

Your cooperation and assistance are greatly appreciated. Feel free to telephone me at 648-5703, or email me at HTLAttendance@vbschools.com, should you have any questions regarding the attendance waiver process.

Respectfully,

Hiroko Burch
Attendance Secretary
Enclosure