

# SEAT TIME RECOVERY REQUEST

Form must be completed in its entirety.

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## Procedures for Seat Time Recovery Request

1. Pick up, complete, and return the contract on the back of this sheet.
  - a. Teachers should initial in ink to verify grade average.
  - b. Return the form to your Seat Time Recovery Counselor
    - i. Humphries (A-D)
    - ii. Fevrin (E-J)
    - iii. Genova (K-Q)
    - iv. Wernquist (R-Z)
2. You are only eligible for Seat Time Recovery (STR) if you have absences over the three absences for a quarter class or five absences for a semester class. Absences due to weddings, vacations, class cutting, or other unapproved absences are not eligible for STR. **DO NOT WAIT UNTIL THE LAST MINUTE.**
  - a. All absences are reviewed by the attendance clerk and the Seat Time Recovery Counselor.
  - b. Make sure you submit your documentation for your absence within two (2) days of your return to school. Otherwise, your absence is unexcused.
  - c. The deadline to request STR is the Wednesday before you wish to serve.
3. Schedules
  - a. There will be three STR centers that all operate on the same schedule: Greenville High, Woodmont High, and Greer High. They will run from 5:00-8:00 twice a week.
  - b. Blue Ridge will provide six hours per week on Saturdays. The first session will run from 9:00-12:00 and the second session will run from 12:30-3:30.
  - c. Dates: Nov. 18, Dec. 2, Dec. 9, Dec. 16, Jan. 6, Jan. 13
4. All absences must be made up before credit will be given.
5. The cost will be \$10 for a three-hour session and \$20.00 for a six-hour session.

The purpose of STR is to allow students who are currently passing a course or just below passing and have more than the maximum number of absences the opportunity to recover class hours by attending STR. It will enable participants to make up the hours required to receive credit for a course.

In order to be accepted into the program, the student must agree to the rules and guidelines in the contract. The contract must be signed by the student, parent/guardian, and the school counselor.

Students may recover a maximum of six hours of seat time per week. It is the student's responsibility to discuss with the school coordinator which classes to apply the earned periods of attendance. It will be possible to apply all earned attendance time to one specific class. The Head Monitor will be responsible for reporting the attendance to the home school counselors. The home school coordinator will review each individual student's attendance record, and the student and the coordinator will agree on the application credit. In no case will the number of absences for any class be reduced to less than the maximum allowed to earn credit. Hours cannot be banked.

- **Money will be collected at the time of sign-up at the home school. Bring the exact amount; no change will be available. Cash only. No checks will be accepted, and there will be no refunds.**
- **There will be NO Make-up dates for STR due to weather or other cancellations.**

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## Seat Time Recovery Contract

Student Name: \_\_\_\_\_

Grade in school: \_\_\_\_\_

**First Period Course:** \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Number of units: 1 or ½ Grade Average: \_\_\_\_\_ Teacher Initials: \_\_\_\_\_

Date(s) parent was notified of an attendance issue: \_\_\_\_\_

**Second Period Course:** \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Number of units: 1 or ½ Grade Average: \_\_\_\_\_ Teacher Initials: \_\_\_\_\_

Date(s) parent was notified of an attendance issue: \_\_\_\_\_

**Third Period Course:** \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Number of units: 1 or ½ Grade Average: \_\_\_\_\_ Teacher Initials: \_\_\_\_\_

Date(s) parent was notified of an attendance issue: \_\_\_\_\_

**Fourth Period Course:** \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Number of units: 1 or ½ Grade Average: \_\_\_\_\_ Teacher Initials: \_\_\_\_\_

Date(s) parent was notified of an attendance issue: \_\_\_\_\_

Home School: \_\_\_\_\_

STR Make-up Site: \_\_\_\_\_

Date/Time of STR Requested: \_\_\_\_\_

Cost: 3-hour (\$10) 6-hour (\$20)

Students must present an admission ticket and a picture ID before being admitted to STR. If the student fails to do so, they will not be admitted and will not receive a refund. **Students are required to remain the entire time.**

**It is the student's responsibility to bring textbooks and enough academic work** to keep them occupied for the duration of each session. Students without study materials will not be admitted. Library books will be acceptable, and no resource materials will be available at the site.

The STR staff have the right to dismiss a student at any time, when deemed necessary due to lack of materials, behavioral problems, etc. Upon dismissal, no STR hours will be made up for that day and no money will be refunded. **If a student is dismissed from a STR center before the session is over, they will not receive credit for their time served.** There will be no appeals to the principal. The decision to approve or deny credit will be made by the person at the STR center that you attend.

The student is responsible for transportation to and from the STR site.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
STR Coordinator Signature

\_\_\_\_\_  
Date

**OBTAIN ALL SIGNATURES AND RETURN TO SCHOOL COUNSELOR. STUDENT WILL RECEIVE A COPY OF THIS CONTRACT TO USE AS THE ADMISSION TICKET.**