



Extenuating Circumstances (Non-Medical)

Courses after the (21) day drop period:

Kenosha eSchool Program recognizes that there may be times when a student is unable to meet the submission deadline for their work due to circumstances beyond their control or due to personal difficulties. If this is the case, a claim for extenuating circumstances may be made.

In order for a student to be considered excused from completing work in an eSchool Program course or dropping a failed grade from a transcript due to extenuating circumstance, the following criteria must be met:

1. All evidence must be contemporaneous to the assessment period in which the claim is being made.
2. An authorized person with firsthand knowledge of the extenuating circumstance would need to provide the specific date (s) and time period in which a student was unable to complete any eSchool Program work. When possible, supporting statements should be provided on letterhead or come directly from the authorizer's e-mail address. Evidence in support of a claim must be legible and dated; poorly scanned, cropped (missing information), or faded evidence will not be accepted. Examples of supporting documents would be:
 - Personal accident or injury of a significant nature.
 - Bereavement due to the loss of a close family member - a parent, grandparent, guardian, sibling, son, daughter or a close personal friend. Claims relating to extended family members will not normally be accepted.
 - Victim of crime.
 - Significant exacerbation of an on-going condition of a close family member.
3. Evidence must be accompanied by a certified translation if written in a language other than English. It is the responsibility of the student to have evidence independently translated and to bear any costs incurred.

4. If no evidence is submitted within (14) days of when the request was made, the claim will be rejected. If some but not all of the evidence is submitted, then the claim will be considered based on the evidence provided. The school will not be responsible for obtaining evidence on behalf of the student making the claim.
5. Documentation must also show that during the time period in which a student was unable to complete any eSchool Program work, they were also unable to attend any face to face class or school activity.
6. Attending eSchool Program under an abeyance agreement or expulsion order is not considered an extenuating circumstance.
7. If this criterion is met, a student currently enrolled in a course may apply for a course extension, or they may drop the course with no grade.
8. If all criteria have been met, and the class grade has already been recorded on the transcript, the student may retake the course. When the course is completed, the failed grade will be changed to a withdraw-no grade (WNG), and the new course grade will be placed on the transcript.
9. If the course grade has already been recorded on the transcript, and a review of records shows that no attempt was made to extend the course during this time period, the claim will be rejected.
10. A decision will be sent in writing to the parent or guardian when a determination is concluded. The decision made by the school Program principal is final.