

# ATTENDANCE CORRECTION FORM

Procedure:

1. Teacher will determine that student has been erroneously marked absent or present.
2. Teacher will completely fill out form and submit form to Data Entry/Attendance Clerk. When applicable, teacher will submit documentation to justify correction.
3. Attendance clerk will review attendance correction, post correction and file the attendance correction for future reference.

*Corrections made after verification sheets have been submitted will require this document to justify correction.*

School Name: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Teacher Name: \_\_\_\_\_ Teacher ID: \_\_\_\_\_  
Marking Period: \_\_\_\_\_ Period: \_\_\_\_\_  
Course Number: \_\_\_\_\_ Section Number: \_\_\_\_\_  
Date(s) to be corrected: \_\_\_\_\_  
Select One: \_\_\_\_\_ ABS \_\_\_\_\_ PRE \_\_\_\_\_ Other (specify) \_\_\_\_\_  
Reason: \_\_\_\_\_  
Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

Attendance Clerk: \_\_\_\_\_ Date Posted: \_\_\_\_\_  
(signature)

Additional documentation requested: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes explain, \_\_\_\_\_

Comments: \_\_\_\_\_