

Absence Correction Form

Issaquah High School

Student Name: _____

According to our records in the Attendance Office, this student has an Unexcused Absence on the day(s) and period(s) below:

Date(s): _____ Period: _____ Teacher: _____

To Teacher: Please confirm the accurate attendance for this student below:

____ The student was not absent. This was an error. Please delete the absence.

____ A substitute teacher marked the student absent. The student was present. Please delete the absence.

____ The student was tardy, not absent.

____ The student was absent. The record is correct.

Teacher Signature (required)

Date

Return the completed and signed form back to the Attendance office so we can update the attendance record. Failure to do so will result in an Unexcused Absence and possible discipline.