



LOS ANGELES UNIFIED SCHOOL DISTRICT

# Verdugo Hills High School

10625 Plainview Ave., Tujunga, CA 91042 | Tel: 818-951-5400 | FAX: 818-352-3577

**Andres Beutner**  
*Superintendent of Schools*

**Linda Del Cueto**  
*Local District Superintendent, LDNE*

**Andres Chait**  
*Administrator of Operations, LDNE*

**Arturo Barcenas**  
*Principal*

## Attendance Correction Form

Student's Name: \_\_\_\_\_ D.O.B \_\_\_\_\_

It has come to our attention that this student's attendance may have been marked incorrectly on \_\_\_\_\_.

Please kindly review your records, if MISIS needs to be updated to reflect accurate attendance, please fill out the information below, otherwise leave blank check the box below.

Period	Absent, Present, Tardy (circle one/enter time)			Teacher Signature	Today's Date
1	A	P	T _____	_____	_____
2	A	P	T _____	_____	_____
3	A	P	T _____	_____	_____
4	A	P	T _____	_____	_____

<input type="checkbox"/> The original MiSiS submitted attendance is correct for the date and period in question.	Teacher Signature
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If **the absence** was reported **due to you participating in a school activity**, athletic event, or office related activity, the **sponsor/coach/office supervisor needs to submit the attendance roster** or sign in for the date and time in question.

Thank you,  
Your Attendance Office Team

**Note:** All teachers are mandated by E.C. 44809, California (CA) Commission on Teacher Credentialing, the UTLA contract, and District policy to take accurate and timely attendance.