

## Attendance Correction Slip (Oops Slip)

This is to be turned in directly to the attendance office professional.

<b><u>STUDENT'S LEGAL NAME</u></b>	
<b>Date(s) that need correction:</b>	
<b>Period(s):</b>	
<b>Teacher's name (please print):</b>	

-----BELOW IS FOR TEACHER USE-----

**Oops! I meant to mark student (check one):**

<b>Present:</b>	
<b>Tardy: (less than 5 minutes late)</b>	
<b>Absent:</b>	

<b>Teacher's Signature</b>	
<b>Teacher's Name Printed</b>	
<b>Date:</b>	

Infinite Campus will show the correction under the notes section where it is visible to the teacher when corrected.

This must be completed and returned to the Attendance Office within **7 days** to correct the mistake.