


Single Period Attendance Validation Form

Why?

As required for our electronic attendance, this Single Period Attendance Validation form is to resolve attendance discrepancies where students are marked both absent both the period before and after a class where a student was marked as not absent on a specified date.

This form will help ensure that a teacher did actually view the report vs. only signing and dating the report if update action is needed. The front office will have teachers complete this form to help correct attendance anomalies and provide documentation that the teacher did actually view the report.

	Single Period Attendance Validation Form
	School: _____
	Teacher Name: _____
<p>The following student was not marked absent from your class on the specified date. However, the student was marked absent both the period before and after your class. Please check your attendance records carefully and verify by checking the appropriate box as to whether or not the student listed was <u>absent</u> or <u>present</u> in your class on the date shown.</p>	
Student Name: _____	
Date being verified: _____ Period: _____ Absent <input type="checkbox"/> Present <input type="checkbox"/>	
<p>I verify that the above information is accurate and recorded on my permanent attendance record.</p>	
Teacher Signature: _____ Date: _____	

The Single Period Attendance Validation form procedure is:

- 1) The Attendance Anomaly report would report instances where teachers may not be taking attendance, the anomaly of students are marked absent both the period before and after a class where a student was marked as not absent on a specified date. The Attendance Anomaly Report is e-mailed automatically to the Principal and school front office and can be manually run as needed.
- 2) The school front office would review the Attendance Anomaly report. The Single Period Attendance Validation form would be sent to the teacher for verification and completion.
- 3) Teacher completes the Single Period Attendance Validation form.
- 4) Single Period Attendance Validation form is returned by the Teacher to the Front Office to resolve the anomaly in the SMART student information system attendance.