

**BERTIE COUNTY SCHOOLS  
TACS CORRECTION FORM**

**LOCATION (CHECK ONE)**

- ASKEWVILLE PRE-K
- AULANDER ELEMENTARY
- BERTIE ACADEMY
- BERTIE EARLY COLLEGE
- BERTIE HIGH
- BERTIE MIDDLE
- BERTIE STEM
- CENTRAL OFFICE
- COLERAIN ELEMENTARY
- WEST BERTIE ELEMENTARY
- WINDSOR ELEMENTARY

EMPLOYEE'S NAME \_\_\_\_\_

DATE OF ERROR \_\_\_\_\_

TIME TO BE CORRECTED

SIGN-IN TIME \_\_\_\_\_

SIGN-OUT TIME \_\_\_\_\_

REASON FOR CORRECTION \_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

ADMINISTRATOR'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

TIME CORRECTED BY \_\_\_\_\_

DATE \_\_\_\_\_

DIRECTOR OF FINANCE \_\_\_\_\_

DATE \_\_\_\_\_