



Attendance Correction Form

Teacher: _____

Date to be corrected: _____

Student Name: _____ Student ID: _____ Period: _____ Grade: _____

<p><u>ERROR</u> - Student was marked: (please check one):</p> <p><input type="checkbox"/> Present (P) <input type="checkbox"/> Absent (A) <input type="checkbox"/> Tardy (L, LATE)</p>	<p><u>CORRECTION</u> - Correct attendance should be: (please check one):</p> <p><input type="checkbox"/> Present (P) <input type="checkbox"/> Absent (A) <input type="checkbox"/> Tardy (L, LATE)</p>
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REASON FOR CORRECTION _____	TEACHER SIGNATURE _____
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OFFICE ONLY: Fieldtrip (FT) ISS OSS Medical (MDA) Immigration/Naturalization (CIT)
 Court Appearance (CRT) Religious (REL)

FRONT OFFICE SIGNATURE: _____

Date of attendance Change _____



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