



Dr. Jesus H. Chavez
Superintendent

ATTENDANCE CORRECTION FORM

Procedure:

- 1. Teacher will determine that student has been erroneously marked absent or present.
2. Teacher will completely fill out form and submit form to Data Entry/Attendance Clerk. When applicable, teacher will submit documentation to justify correction.
3. Attendance clerk will review attendance correction, post correction and file the attendance correction for future reference.

School Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Teacher Id: \_\_\_\_\_ Period: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date to be corrected: \_\_\_\_\_

Student Name: Student Id: New Attendance Code:

Blank lines for Student Name, Student Id, and New Attendance Code.

Codes Equivalent to a "Present"

- 1 = 1st day in school
ADM = with administrator
COU = with counselor
EXT = extracurricular activity
FTR = approved field trip
MED = health care appointment
NUR = in nurse's office
PRE = present
REL = religious holy day
ISS = in school suspension
TDY = tardy
TES = testing
UIL = UIL activity
CRT = req. court appearance
DAP = distinguish achievement prog.
DCP = dual credit program
ELC = election clerk
GOV = gov. office for U.S. citizenship
TAP = military veteran funeral
UNI = visiting an instit. of high ed.
USN = U.S. naturalization oath ceremony
MIL = military visit
ELR = early release
RAP = Remote Asynchronous Instruction
DLP = Driver License Permit
MCI = Medical Critical Illness

Codes Equivalent to an "Absent"

- ABS = absent (unexcused)
OSS = out of school suspension (excused)
EXA = excused absence
WEX = written excused absence

\*\*\*\*\* FOR OFFICE USE ONLY\*\*\*\*\*

Attendance Clerk: \_\_\_\_\_ (signature)

Dated Posted: \_\_\_\_\_

Comments: \_\_\_\_\_