GTHS Attendance Routing Form

Name: _____

Student ID: _____

For the week of: _____ **through** _____

	Mon:	Initial:	Tue:	Initial:	Wed:	Initial:	Thur:	Initial:	Fri:	Teacher Signature:	Weekly Comment Code(s):
Per 1											
Per 2											
Per 3											
Per 4											
Per 5											
Per 6											
Per 7											

Daily Attendance Codes :
P Present
A Absent
L Late

Weekly Comment Codes:
EA Excessive Absences
EL Excessive Tardies
H Attendance has improved
N Attendance needs improovment

Instructions for Teachers:
Please fill in the attendance code for each day and initial to the right each day for that code. On Friday, please sign and include appropriate comment code(s) for attendance that week.