

## HUMAN RESOURCES EXCESSIVE ABSENCE / TARDINESS FORM 2025-2026 SCHOOL YEAR

EMPLOYEE \_\_\_\_\_

SCHOOL \_\_\_\_\_

EMPLOYEE # \_\_\_\_\_

OFFICIAL REPORTING TIME \_\_\_\_\_

POSITION \_\_\_\_\_

DATE \_\_\_\_\_

ADMINISTRATOR \_\_\_\_\_

The attendance records indicate the following absence/tardiness during the current school session. Use circle for absence; TE for tardy with sufficient reason \*(state date and reason below); TO for tardy without sufficient reason; E for officially authorized absence.

2025-26	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
JULY		1	2	H	H	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
AUGUST					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
SEPTEMBER	H	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
OCTOBER			1	2	3	6	7	8	9	10	H	14	15	16	17	20	21	22	23	24	27	28	29	30	31
NOVEMBER	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	H	H	H	H	H					
DECEMBER	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	H	H	H	H	H	H	H	H		
JANUARY 2026				H	H	5	6	7	8	9	12	13	14	15	16	H	20	21	22	23	26	27	28	29	30
FEBRUARY	2	3	4	5	6	9	10	11	12	H	H	H	H	H	H	23	24	25	26	27					
MARCH	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
APRIL			1	2	H	H	H	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
MAY					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	H	26	27	28	29
JUNE	1	2	3	4	5	8	9	10	11	12	15	16	17	18	H	22	23	24	25	26	29	30			

\*TE \_\_\_\_\_

ADMINISTRATOR \_\_\_\_\_ EMPLOYEE \_\_\_\_\_

