Form No. 24
Updated 06/02/26

HUMAN RESOURCES
EXCESSIVE ABSENCE / TARDINESS FORM
2026-2027 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.

2026-27	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	3 H	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
AUGUST	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
SEPTEMBER		1	2	3	4	7 H	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
OCTOBER				1	2	5	6	7	8	9 H	12 H	13	14	15	16	19	20	21	22	23	26	27	28	29	30
NOVEMBER	2	3 H	4	5	6	9	10	11	12	13	16	17	18	19	20	23 H	24 H	25 H	26 H	27 H	30				
DECEMBER		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23 H	24 H	25 H	28 H	29 H	30 H	31 H	
JANUARY 2027					1 H	4 H	5 H	6	7	8	11	12	13	14	15	18 H	19	20	21	22	25	26	27	28	29
FEBRUARY	1	2	3	4	5 H	8 H	9 H	10 H	11 H	12 H	15	16	17	18	19	22	23	24	25	26					
MARCH	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24 H	25 H	26 H	29 H	30 H	31		
APRIL				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
MAY	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31 H				
JUNE		1	2	3	4	7	8	9	10	11	14	15	16	17	18 H	21	22	23	24	25	28	29	30		

***TE** _____

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ADMINISTRATOR _____ **EMPLOYEE** _____

DATE	TIME	SIGNATURE