

# Attendance Reporting

TEACHER: \_\_\_\_\_ DATE: \_\_\_\_\_

Student's Name	Full Year/ Semester	Class/ Period	Number missed	Dates

Please send in increments of 5 absences for a study in a year-long course and increments of 3 absences for students in a semester course.

Please return to Assistant Principal's secretary.

\*Notify office when the student reaches 9 absences in a semester course, 16 in a yearlong course, and 31 in a class that meets daily.

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