

# Potential Attendance Reporting Error

**Directions:** In the event of a potential “attendance reporting error,” (you were marked “absent” but claim you were in class) fill out the following information and submit within one (1) week of date of potential error.

## Part A: Student Information

Last Name:	First Name:	Class Period:

## Part B: Attendance Information

Date of Attendance Error:	Official Class Start Time:	Time You Entered Class:

## Part C: Error Information

Explain the Potential Reason for Error: (tardy, in wrong seat, teacher error, etc,)


## Part D: Evidence of Attendance

**Part 1:** Briefly describe the activity or lesson in class during the time you allegedly were present:


**Part 2:** Submit any physical evidence of your presence in class on the date (hand outs, class notes, etc. Attach physical evidence to this form.

## Part E: Teacher Approval

Teacher Determination	Teacher Signature (Approving Error Correction)