



STUDENT ATTENDANCE CORRECTION/VERIFICATION FORM

This district form is required as documentation to correct/verify student attendance by the classroom teacher due to an attendance audit, dispute or inquiry. Please follow the outlined procedures.

Procedure:

1. The classroom teacher will determine if the student has been marked absent or present in error.
2. The classroom teacher will completely fill out, sign and date the attendance correction/verification form in black or blue ink and submit to the Data Entry/Attendance clerk within 72 hours of the inquiry.
3. The Data Entry/Attendance Clerk will review the attendance correction form for completion, being sure to **check for authorized signature and date**, post correction(s) as necessary, and file the attendance correction form in the daily work folder/student's attendance folder for TEA audit purposes. Notes should be entered in the TEAMS software system to indicate attendance correction/verification form on file.

Today's Date:			
School Name:		Campus Number:	
Student's Name: <small>Last</small>	<small>First</small>	<small>Middle</small>	Student's ID#:
Teacher's Name: <small>Last</small>	<small>First</small>	<small>Middle</small>	Class/Course:
			Grade Level:
			Class Period:

Teacher, please mark the student's attendance in your classroom for the date(s) indicated below.			
DAY	DATE(S) TO BE CORRECTED/VERIFIED:	AT THE OFFICIAL ATTENDANCE TIME*, THIS STUDENT WAS: <small>*Elementary: 10:00 am *Secondary: 21 minutes after start of period</small>	COMMENT/REASON
<i>i.e. Monday</i>	<i>01-13-2020</i>	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Tardy	<i>Marked wrong student absent</i>
Monday		<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Tardy	
Tuesday		<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Tardy	
Wednesday		<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Tardy	
Thursday		<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Tardy	
Friday		<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Tardy	
<i>Attestation: By my signature, I attest the attendance record(s) on this student should be reported as marked.</i>			
Teacher's Name: <small>(Must sign in black or blue ink only)</small>			Date

-For Campus Attendance Office Staff Only-

Date Form Received in Attendance Office:	Date Attendance Correction Applied in TEAMS:
Printed Name of Data Entry Clerk Making Correction:	Date:
Signature of Data Entry Clerk Making Correction:	Date:

TEA AUDIT DOCUMENT: RETAIN COPY IN ATTENDANCE FILES