



Brownsville Independent School District

1900 Price Road Brownsville, Texas 78521-2417 (956) 544-3964 Fax: (956) 544-3963

Dr. Carl A. Montoya,
Superintendent of Schools

ATTENDANCE CORRECTION FORM

Procedure:

1. Teacher will determine that student has been erroneously marked absent or present.
2. Teacher will completely fill out form and submit form to Data Entry/Attendance Clerk. When applicable, teacher will submit documentation to justify correction.
3. Attendance clerk will review attendance correction, post correction and file the attendance correction for future reference.

School Name: _____

Teacher Name: _____ Teacher Id: _____ Period: _____

Teacher Signature: _____ Date: _____

Date to be corrected: _____

Student Name:	Student Id:	New Attendance Code:
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Codes Equivalent to a "Present"

- I = 1st day in school
- ADM = with administrator
- COU = with counselor
- EXT = extracurricular activity
- FTR = approved field trip
- MED = health care appointment
- NUR = in nurse's office
- PRE = present
- REL = religious holy day
- ISS = in school suspension
- TDY = tardy
- TES = testing
- UIL = UIL activity
- CRT = req. court appearance
- DAP = distinguish achievement prog.
- DCP = dual credit program
- ELC = election clerk
- GOV = gov. office for U.S. citizenship
- TAP = military veteran funeral
- UNI = visiting an instit. of high ed.
- USN = U.S. naturalization oath

Codes Equivalent to an "Absent"

- ABS = absent (unexcused)
- OSS = out of school suspension (excused)
- EXA = excused absence

***** FOR OFFICE USE ONLY*****

Attendance Clerk: _____
(signature)

Dated Posted: _____

Comments: _____

