STUDENT ATTENDANCE CORRECTION FORM

School Name _____   School Month _____ Principal's Signature _____   Person Completing Form _____ Date _____

Use this form to notify the District Office of student attendance corrections. Use the codes in the legend below to indicate each day corrected. Fill in *all* applicable information (*including holidays*). **It is important that you   refer to your school's copy of the FINAL ADA report while completing this form**. List the information as it is shown on the ADA report in the line marked "from". Put the corrected information in the line marked "to". Each form should be used to correct **ONE SCHOOL MONTH ONLY**.

APPORTIONMENT ABSENCE CODES		LEGEND	NON-APPORTIONMENT ABSENCE CODES	
F = Field Trip	M = More than 30 minutes late (unx)		A = Absent (unverified)	T = Truant
K = Saturday School	Pr = Present		N = Not enrolled	U = Unexcused
L = Late	R = Suspension room		Pe = Personal	V = Movie studio
O = Office	X = More than 30 minutes late (exc)		S = Suspended	Y = I. S. agreement
			E = Excused	D = Doctor

Student No. / Student Name	Grade	Track or Tch#	SPC Code		1st Week					2nd Week					3rd Week					4th Week				
					M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
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