



Dr. Lisa Mars, Principal

CUT CORRECTION FORM

**TO THE TEACHER: DO NOT GIVE THIS FORM BACK TO THE STUDENT.
RETURN THIS FORM TO THE ATTENDANCE OFFICE, ROOM 201.**

**TO STUDENT: This form is to be used by you to clear a cut for a subject class.
Complete this form and take it to the teacher. YOUR 9 DIGIT ID# IS MANDATORY.
(Do not use this form if you were absent all day from school.)**

Please delete the cut for:

Student Name: _____

ID# : _____

Class Code: _____ **Section:** _____

Date: ____ / ____ / ____

REASONS

CHECK ONE

- 1. Marked absent in error _____
- 2. Special Projects / Black-out Dates _____ *
- 3. Other reason (explain) _____

* Attendance can only be changed on the daily attendance sheet, not on the period attendance sheet.

Explanation: _____

TEACHER'S NAME (PRINT) _____

TEACHER'S SIGNATURE _____

Please Note: Classes missed due to lateness are cuts. Please do NOT clear them.

Students who leave school early for appointments MUST get an Early Dismissal Form from the Room 231. All Medical Early Dismissal Forms should be obtained from the Nurse's Office before they leave the building. If a student fails to get an Early Dismissal Form, the generated cuts will remain on the student's record.

This form can be found on our school website at: <http://www.laguardiahs.org/guidance/attendance.html>