Absence Correction Form
Issaquah High School

Student Name: _______________________________________________

According to our records in the Attendance Office, this student has an Unexcused Absence on the
day(s) and period(s) below:

Date(s):_________________________ Period: _____ Teacher: _________________

To Teacher: Please confirm the accurate attendance for this student below:

____ The student was not absent. This was an error. Please delete the absence.

____ A substitute teacher marked the student absent. The student was present. Please delete the absence.

____ The student was tardy, not absent.

____ The student was absent. The record is correct.

_____________________________________________________________________

Teacher Signature (required) Date

Return the completed and signed form back to the Attendance office so we can update the attendance record. Failure to do so will result in an Unexcused Absence and possible discipline.