

## What to do if student is incorrectly marked absent/tardy

### Late vs. Very Late vs. Absence

Our teachers are asked to record attendance within 10 minutes of the start of each class. If your student arrives *after* the first 10 minutes, a marking of absent may be changed to “very late”. It’s an interruption to class for a teacher to go back to change attendance once class has started.

Any unauthorized absence from class of 10+ minutes may be identified as “very late” by a teacher, even if it takes place in the middle of the class period.

If a mark of late/very late/absent is incorrect, please contact the teacher. Teacher email addresses are available at <http://www.shs.lane.edu/academics/staff/>.

Alternatively, student may print the form pasted here (or pick one up in the Attendance Office) to take to the teacher when class next meets.

#### Sheldon Attendance Change Request Form

\_\_\_\_\_  
Student First and Last Name      ID

Was marked    Absent    Late    Very Late on

Date \_\_\_\_\_ for Period \_\_\_\_\_

Please change attendance record to show  
 Late    Very Late    Present and On Time

\_\_\_\_\_  
Teacher Signature      Teacher Printed Name

Please return this form to Attendance Office.  
Notice is invalid if student name and ID are illegible or missing.