



# Brownsville Independent School District

1900 Price Road Brownsville, Texas 78521-2417 (956) 548-8284 Fax: (956) 547-4069

Dr. Esperanza Zendejas,  
Interim 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"

- 1 = 1<sup>st</sup> 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 ceremony
- MIL = military visit
- ELR = early release

### Codes Equivalent to an "Absent"

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

Attendance Clerk: \_\_\_\_\_

Dated/Posted: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_