

Petaluma High School  
**TEACHER CORRECTION SLIP**

***STUDENT***

Please complete this section **IN INK** and give this slip to your teacher. Either you or your teacher must return it to Attendance within 3 days of request.

Teacher: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

The above named student is reported absent / tardy in AERIES on:

**Date:** \_\_\_\_\_ **Period:** \_\_\_\_\_

***TEACHER***

Please check your records and circle the correct response. Complete **IN INK** and return this slip to Attendance as it will be retained for auditing purposes.

**Student was (circle): Absent Present Tardy Not Tardy**

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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