

ATTENDANCE CHANGE FORM

“The teacher recording the initial absence is responsible for the accuracy of the report and attests to the validity of the data with his or her signature.” 19 TAC §129.21 (a)

Student Name _____ Grade _____ ID# _____

Teacher Name _____ Class Period (if secondary) _____

Change Reason:

- Student should have been marked **ABSENT** (instead of present or tardy)
- Student should have been marked **PRESENT** (instead of absent or tardy)
- Student should have been marked **TARDY** (instead of present or absent)

DATE OF OCCURRENCE: _____/_____/_____

I, the undersigned hereby offer assurances that I have taken measures to verify the accuracy and authenticity of the information recorded on this form. I further affirm that the data appearing on this change document are the basis for information appearing in all attendance reports and in the TEA State required PEIMS submission.

Teacher Signature

Date Signed

Attendance Office Use Only:

Attendance code changed by _____ on _____
Attendance Clerk Signature Date

*Note: File this documentation in the daily attendance file. File it under the DATE OF OCCURRENCE.