



ATTENDANCE TIMESHEET CORRECTION FORM

TO: EMPLOYEE ATTENDANCE, FISCAL SERVICES

DATE: _____

FROM: SCHOOL SITE/DEPARTMENT: _____

PLEASE MAKE THE FOLLOWING CORRECTION(S):

ATTENDANCE PERIOD: _____ through _____

EMPLOYEE NAME	EMPLOYEE NUMBER	Choose Correction: 1. Addition 2. Deletion 3. Change	DATE	Change Hours & Absence Code FROM:	Change Hours & Absence Code TO:	SIGNATURE

EXPLANATION: _____

Supervisor Signature

Date