



TELL ME A STORY

Absence/Tardy Form

Member Name: _____ Date: _____

I am submitting this form before the dates listed below.
 after

SAMPLE

ABSENCE: Members are allowed a total of 10 excused absences. The first unexcused absence receives a verbal warning and follows the discipline process of the Member File Report.

Date(s) of Absence: _____ excused unexcused

Reason: _____

Total Absences to date: _____

TARDY: Members are allowed a total of 3 excused tardies. The first unexcused tardy receives a verbal warning and follows the discipline process of the Member File Report.

Date(s) of Tardiness: _____ excused unexcused

Reason: _____

Total Tardies to date: _____

Member Signature: _____ Date: _____

Site Supervisor: _____ Date: _____

Program Director: _____ Date: _____