Clear form and Start Over

KNOX COUNTY SCHOOLS

Attendance Modification Request

Change In Star Student After Lockout Deadline

Date _____

School _____

Student's Name _____

Knox County Student ID _____

Student's Grade _____

Please Specify The Exact Date(s) To Be Modified

Date(s) _____

Absence(s) Currently Recorded As:

- ☐ Excused
- ☐ Unexcused
- ☐ Other _____

Modify Current Absence(s) To:

- ☐ Excused
- ☐ Unexcused
- ☐ Other _____

Reason for modification (Required):

_____ _____
Teacher Signature Date

_____ _____ _____ _____
Principal/Assistant Principal Signature Date Social/Attendance Worker Signature Date

_____ _____ _____ _____
Supervisor Approval Signature Date Changed in SIS Signature Date

PLEASE FAX THE COMPLETED FORM TO 594-1554

Please remember that Board Policy states that written excuses must be submitted within five (5) days of the student's return to school. All absences, absence corrections and/or changes must be recorded within the respective 20-day attendance reporting period or no later than ten (10) days following the end of each 20-day attendance reporting period. (Board Policy JB)