

ATTENDANCE REPORTS

NON-CERTIFIED:

Any time an employee is gone; a green attendance report must be filled out and stapled to the corresponding time sheet.

Reasons for being absent are listed on the attendance report and should be marked accordingly.

Employee's name, the date(s) absent, employee's assigned location, and whether they were gone a half day or a full day need to be accurately reported.

If there are any questions, please contact Bri Wehlage at the central office.