



## REQUEST TO EDIT TIME AND ATTENDANCE

Employee Name \_\_\_\_\_

Location:     Elementary     Middle     Jr/Sr High  
(check one)    OLC                       Central Office

Position:     Clerical     Maintenance     Bus Driver     Food Service  
(check one)    Janitorial     Other

Date to Revise \_\_\_\_\_

Time you should have clocked in \_\_\_\_\_

Time you should have clocked out \_\_\_\_\_

Reason for NOT clocking in or out: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Supervisor Signature

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date