



Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Student ID number \_\_\_\_\_

### Attendance Make up card plan

Total number of unexcused period absences here: \_\_\_\_\_

Total number of CUTS here: \_\_\_\_\_

Total number of absences you have to make up here: \_\_\_\_\_

Deadline to make up absences here: \_\_\_\_\_

**Instructions** -Log into Infinite Campus and count up the total number of unexcused/unverified period absences. Subtract 30 for your total to get the number of absences that must be made up.

Note - CUTS must be cleared with tutorials, regardless of total absences.

Students can make up 12 hours per month from the current semester only.

Adult who issued this card write your name here: \_\_\_\_\_



Student name \_\_\_\_\_ Student ID number \_\_\_\_\_

### Tutorial Form for clearing unexcused absences

Tutorial Clearance is monthly and you can clear up to 12 hours per month from the current semester only. Take a picture of this form and send a copy to [attendanceoffice@berkeley.net](mailto:attendanceoffice@berkeley.net) and leave a physical copy in the attendance office mailbox in the main office

Date	Time in	Time Out	Location	Total Hours	Staff Member Name printed	Staff Member Signature