

THE SCHOOL DISTRICT OF PHILADELPHIA
MEMORANDUM

DATE:	
TO:	FILE NO:
FROM:	SENDER'S TELEPHONE:
SUBJECT: Attendance and/or Lateness Memo	

Regular attendance and punctuality are essential to insure the continuity of the educational program for the students at _____ SCHOOL.

Since DATE, you have been absent from work a total of ____ occasions, ____ for personal illness, ____ for illness in family, (SEH-90 Attached) as follows:

DAY	DATE	CODE	DAY	DATE	CODE	DAY	DATE	CODE

You have been late on an additional ____ days for a total of ____ minutes as follows:

DATES	ARRIVAL TIMES	MINUTES LATE	DATES	ARRIVAL TIMES	MINUTES LATE

In your absence, it has been necessary for (*list how coverage was provided or number of substitutes*).

This memo will serve as an official warning that additional absences or lateness will lead to more severe disciplinary action.