

PROCEDURE ADMINISTRATION RECORD

LEARNER NAME _____ DOB _____ TEACHER /GRADE _____

PROCEDURE / DIRECTIONS _____ TIME _____

START DATE _____ 20 _____ END DATE _____ 20 _____

DATE/TIME	COMMENTS	INITIALS

Ab=Absent / Dc=Discontinued / Ft=Field Trip / Ns=No Show / Re=Refused / Pp=Parent Permission / Ho=Holiday
 / Ed=Early Dismissal / Ls= Late Start

INITIALS	NAME	INITIALS	NAME