Chateaugay Central School

Double Dismissal Attendance Report

Teacher's Name _____ Date _____

Please list below the student(s) staying with you; together with the general reason, such as:

Extra help	Classroom discipline
Make up class	Activity Meeting
Make up exam	other (please describe briefly)

Student Name	Reason

If no students are staying with you, please provide the following information:

Room location and general nature of activity.

Room # _____

_____ Parent Conference
_____ Grade Level Meting
_____ Department Meeting
_____ Planning
_____ Correcting Paper
_____ Preparing Exams
_____ Other _____