

**Attendance & Class Rosters**

Teacher Name \_\_\_\_\_

The following student(s) **SHOULD BE REMOVED** from my class roster in PowerTeacher Pro.

Student's Name	Student's ID Number	Class you wish to student to <u>be removed from</u>	Date Effective - If date effective is first day of reporting term, do nothing. - If date effective indicates dropped class, you must have attendance up-to-date prior to submitting this request.

The following student(s) **NEED TO BE ADDED** to my class roster in PowerSchool.

Student's Name	Student's ID Number	Class you wish to student to <u>be added to</u>	Date Effective You will be responsible to add attendance from this date forward.

**My signature confirms that my attendance is up-to-date and has been taken daily, using the chair icon, in PowerTeacher Pro.**

**My signature confirms that one of the following statements is true.**

- I have listed the changes required to make my class rosters, in PowerTeacher Pro, accurately reflect who is enrolled in my classes.
- My class rosters in PowerTeacher Pro accurately reflect who is enrolled in my classes and I require no changes at this time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date