

San Diego Unified School District
Saturday School Roster

SCHOOL: _____

DATE: _____

TEACHER: _____

CLERK: A "K" must be posted for 4 periods in Zangle when clearing a day of absence. For a tardy only one "K" for each tardy up to 4 for one 4 hour session of Saturday School.

	STUDENT NAME (Last, First) Alpha order	Grade	Student ID#	Full Day Absence		Tardy 1		Tardy 2		Tardy 3		Tardy 4		Number of hours attended	Initials of who posted
				Absence date being made up	Code being chgd	Tardy per/date being made up	Code being chgd	Tardy per/date being made up	Code being chgd	Tardy per/date being made up	Code being chgd	Tardy per/date being made up	Code being chgd		
	Codes A, B, E, G, I, M, P, R, U & Z														
	Codes D, L, T & W - up to 4 tardies can be cleared by each 4 hour Saturday School in addition to one full day absence.														
1															
2															
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20															

Teacher's signature & Date

Principal Signature & Date

**SEND THIS COMPLETED FORM TO PUPIL ACCOUNTING, ROOM 3202 AT THE ED CENTER.
*PLEASE NOTE THAT A REIMBURSEMENT FORM MUST ACCOMPANY THIS FORM***