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**Absent/Tardy Report**

**What is the purpose?**

* This form is used to record a member’s absence or tardiness at their service site.

**Who’s responsible for this?**

* The form is to be completed by the Site Supervisor or an AmeriCorps Program Coordinator or Director.

**When does this need to be done?**

* This form is completed when a member is absent or tardy from their service site. This includes excused absents due to sickness or planned time off.

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# Absent/Tardy Report

Member Name: Site:

Date of Absence/Tardy:

Please check the appropriate lines below:

\_ Member was tardy as outlined by the standards set in the Site Expectations

and previously reviewed with Member

\_\_\_\_Member telephoned Site Supervisor. Member Explanation

\_\_\_\_Member did not telephone Site Supervisor.

\_ Member was absent on the above date with leave request

 \_\_\_\_Member Received Approval from Site Supervisor on

\_ Member was absent on the above date without leave request

 \_\_\_\_Member telephoned Site Supervisor. Member Explanation

 \_\_\_\_Member did not telephone Site Supervisor.

Member Signature Date

Site Supervisor Signature Date

Please email this report to your AmeriCorps Program Coordinator