



**2012 -13**

## **Late Arrival Form**

**Step # 1 – Contact an Administrator and the Main Office if arriving late.**

**Step # 2 – When you arrive make sure that you punch in.**

**Step # 2 – Complete this form upon arriving and place in Ms. Lewis mailbox.**

**Step # 3 – Ms. Lewis will return a signed copy to your mailbox.**

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Name: \_\_\_\_\_

Date of arriving late : \_\_\_\_\_

Time arrived: \_\_\_\_\_

My reason for arriving late :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Ms. Lewis Approval: \_\_\_\_\_ Date: \_\_\_\_\_