

**COVINGTON COUNTY SCHOOL DISTRICT**  
**Missed Punch Report**

Employee Name: \_\_\_\_\_ School/Location: \_\_\_\_\_  
 Week Ending: \_\_\_\_\_

*Reason for Missed Punch – Employee must explain in writing below the reason for the missed punch (i.e.- failed to clock in when reporting to work or returning from lunch, failed to clock out when leaving at the end of the workday or leaving for lunch, etc.)*

Date:	In Time:	Out Time:	Reason:

**Employee Approval**

I certify that this Missed Punch Report is a true and accurate report of my failure to clock in/out at the time in the performance of my job duties.

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

**Principal Approval**

I confirm that I have first-hand knowledge or other suitable means of verifying the work performed by this employee.

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Disciplinary Action Taken (if applicable):**

1. Verbal warning issued to employee for failure to adhere to school board policy on:

\_\_\_\_\_ Date and Time of Day \_\_\_\_\_ Principal/ Supervisor's Signature

2. Written reprimand issue to employee for failure to adhere to school board policy on:

\_\_\_\_\_ Date and Time of Day \_\_\_\_\_ Principal/ Supervisor's Signature

3. Recommend employee for disciplinary action for continuing failure to the school board policy on:

\_\_\_\_\_ Date and Time of Day \_\_\_\_\_ Principal/ Supervisor's Signature

*Babette Duty*