THE BRONX HIGH SCHOOL OF SCIENCE
CUT CORRECTION FORM

TO THE TEACHER:
1. Classes missed due to lateness are “late cuts”. Do not clear “late cuts”.
2. Students who leave school early for appointments must obtain an OB (Out of Building) pass from the dean’s office before leaving the building. Students who do not obtain an OB pass, do not have permission to leave the building and will be responsible for all cuts generated. These cuts will remain on the student’s record.
3. Do not give this form back to the student.
4. Return this form to the program office, Room 029.

TO THE STUDENT: This form is to be used by you to clear a cut for a subject class. Complete this form and take it to the teacher. The 9 DIGIT OSIS# IS MANDATORY. (Do not use this form if you were absent all day from school.)

Please delete the cut for:

*OSIS# (Mandatory) ____ ____ ____-____ ____ ____-____ ____ ____ Official Class _____________
Student’s Last Name _____________________________ First Name ___________________________
Class Code __________________       Section _____ _____
Date of Cut: Month ______ Day _______ Year ________

REASON
1. Marked absent in error
2. Went to the Emergency Room (show pass)
3. At a Senate Meeting
4. On a school trip
5. College meeting
6. Special projects
7. Other reason (explain)

___________________________________________________________
_____________________________________________________________

STUDENT SIGNATURE ________________________________ DATE _________________
TEACHER’S NAME (PRINT) _______________________________________
TEACHER’S SIGNATURE ________________________________ DATE _________________

CutCorrection Form - Revised 11/29/2007

Administrative Use

ATS_______ SIS_______