

Confidential Student Late Arrival Record



Please use a pen to write details directly onto the black boxes below.

Date	WRITE STUDENT NAME HERE	Form / Class	Time in	Reason	Excused <input type="checkbox"/>	Staff initials
					Unexcused <input type="checkbox"/>	
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SSP Direct Ltd.



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The information contained below is highly sensitive and should be handled in line with GDPR guidelines and your own GDPR policy

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