Attendance Entry Correction Check

A standard needs a true starting fact.

Verify the recorded event before defending its consequence.

Hypothetical example: An apparent absence is traced to a late check-in not carried forward; the authorized owner corrects the record and sends it to the actual decision-maker.

01 Check the mark before defending the decision

Identify the disputed session and affected decision.

Session entry in question

Attendance status being disputed

Decision that depends on it

02 Trace the entry through the approved evidence

Check the entry's actual source through permitted records.

Authorized record owner

Evidence actually checked

Uncertainty still unresolved

Attendance Entry Correction Check / Review & follow-through

03 Correct what the wrong entry affected

Route the correction and downstream review.

Confirmed correction or retained status

Affected total or notice

Proper review route and owner

04 Explain the repair without making it an exception

Confirm the family received the accurate status.

Update actually received

Decision status still pending

Recording step needing repair