

**North Pike School District  
Missed Punch Form**

Name: \_\_\_\_\_ Last Four Digits of SS#: \_\_\_\_\_

Date of Missed Punch: \_\_\_\_\_

<u>Missed Punch</u>		<u>Actual Time</u>	<u>Reason</u>
Morning Punch	_____	_____	_____
Out to Lunch	_____	_____	_____
In from Lunch	_____	_____	_____
Afternoon Punch	_____	_____	_____

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

\_\_\_\_\_  
Supervisor Signature