



500 Van Emburgh Avenue
Washington Township, New Jersey 07676

(201) 445-6800
Fax: (201) 445-7416

PROCTOR NOTICE

To: _____

From: Ms. Fuhrman

Please cover the following class for: _____

Date: _____

Periods: _____

Time: _____

Room: _____

Assignment: _____

Teacher directives: Please **take attendance** using the class list in the teacher's front desk drawer. **List the absentees** below after you have checked the school attendance list. Return the student work and this sheet to the teacher's mailbox in the faculty room. **Do not leave the materials on the teacher's desk.**

Absentees: _____
