

CODES TO USE in column # FOR SCHEDULE DISRUPTION:

a:	Short staff asked to cover different room/activity			e:	Excused time off
b:	Special event needed to cover different room/activity			f:	Emergency in club (fire alarm, active shooter, weather, etc.)
c:	Had to wait at school because short of bus drivers			g:	Needed on field trip because of ratios
d:	Called in sick			h:	Too many members in the room to run successful program
o:	<u>Other: Please put date and explain the reason</u>			o:	Date: Reason:
o:	Date:	Reason:		o:	Date: Reason:
o:	Date:	Reason:		o:	Date: Reason:
o:	Date:	Reason:		o:	Date: Reason:
o:	Date:	Reason:		o:	Date: Reason: