

Teacher's Name _____

Accountability Form

Fire/Evacuation/Other

	Name of Absentees;	Students <i>not assigned</i> to me but who are with me;
Room# _____	1. _____	1. _____
Class _____	2. _____	2. _____
Total Present _____	3. _____	3. _____
Total Absent _____	4. _____	4. _____
	5. _____	5. _____
	6. _____	6. _____

This form is to be sent to the designated "check in" point for the drill type being conducted. You must complete and send this form, even if you do not have any students with you. We will use this form to check off your name from our master list to ensure all staff and students are accounted for.

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