



TARDY MEMO

TO: _____, Lead Instructor

FROM: _____
Recruit name Squad

DATE: _____

SUBJECT: _____

EXPLANATION: PRINT CLEARLY

Date of Tardy: _____ Time of Arrival: _____

Total TIME missed: _____

Date make-up must be completed: _____

Recruit Signature: _____

Date

Instructor Signature: _____

Date