

Date: 05/02/2015
Student ID: lcc201421
Course Name : MANAGEMENT OF INFORMATION SYSTEMS
Surname: Hristova
First Name: Gabriela
Address: 4 Ruscoe Road,London,E16
1JB,United Kingdom

Re: Poor Attendance Notification (Attendance below 50%)

Dear [DATA=student_title]name[/DATA] Gabriela Hristova,

It has been brought to my attention that you have not been attending lectures, classes, Tutorials, departmental examinations and your attendance fell below 50%. The College is seriously concerned about your poor attendance and its academic excellence. You are required to attend lectures, classes, tutorials, and departmental examinations regularly; in accordance with the College Attendance Policy.

You are requested to contact us immediately with the reasons why you have been absent and proof of any evidence (medical letters etc.) and we will remove you from our list of absent students. Without evidence we may not accept your reason(s) and explanation. Failure to do so could result in your removal from the course.

Should you require any further assistance regarding this issue, please do not hesitate to contact me during our office time.

Yours sincerely,



Syed A Murshed

Director of Monitoring and Information Technology

College Attendance Policy

Students are expected to attend all their classes. If a student misses 4 or 7 expected teaching sessions, we will, following college policy, send a reminder letter. If a student misses ten expected teaching sessions/ contact, we may, following the college attendance policy, inform student loan company. Students will be also notified if their attendance falls below 50%.

**Please note it is the student's responsibility to attend the classes. The college reserves the right to comply with college attendance policy without providing notification to students.