

ATTENTION: FORMAL ATTENDANCE WARNING**SCHOOL OF ENGINEERING****Date:** 25-January-2026**Student Name:** Jeffrey Allen**Student ID:** L401411W**Class:** 1A

Dear **Jeffrey Allen**,

This is a formal notification regarding your recent academic attendance record. Our records indicate that your average attendance among your absent subjects has fallen to 64.29%.

According to the school's policy, students are required to maintain a minimum attendance rate of **75%**.

Students failing to meet the attendance requirement will be awarded with only a maximum grade of 'P' (non-graded pass) at the semestral assessments with an associated grade point of only 1.0. This means that the student will only be awarded a 'P' (Pass) or/and 'F' (Fail). The maximum GPA for a 'P' (Pass) is '1' (one) and 'F' grade is '0' (zero). This could affect the students overall Cumulative GPA (CGPA).

Next Steps:

1. Please meet with your Course Coordinator within the next three working days to discuss your situation.
2. Ensure that any missing Medical Certificates (MC) are submitted to the administration office immediately.

Please treat this matter with the utmost urgency. We are committed to your academic success and wish to help you resolve any issues preventing your regular attendance.

Sincerely,

Engineering School Administration Office*Automated Attendance Management System*