|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Student  (Family Name, First Name MI) | | Academic Program | Subject | Schedule | Date of Absences  (Please Write Legibly) | Number of Absences | Date of Tardiness | Number of Tardiness |
| 1 | ESPANOLA, NECOLE | BSIT | ITE3 |  | 2-24, 27, 28 | 4 |  |  |
|  |  | 3-1 |  |  |  |
| 2 | HASSANE, HASSABALLAH MOUSSA |  |  |  | 2-22, 24, 27, 28 | 5 |  |  |
|  |  | 3-1 |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |

***Reminders on Attendance Policy:***

*The instructor will submit to the Discipline Officer the Office of Student Affairs and Services (OSAS) the names of* ***students who incurred one half of the allowed number of absences, which are accumulated unexcused absences, or who incurred (3) consecutive unexcused absences (whichever case comes first).*** *The student will not be admitted in class until he/she can present an admission/consultation slip issued by the OSAS Discipline Officer. For approved and excused absences, there is no need to report, but faculty still monitors the number of absences of the student.*

For OSAS Personnel

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Student  (Family Name, First Name MI) | | Academic Program | Subject | Schedule | Date of Absences  (Please Write Legibly) | Number of Absences | Date of Tardiness | Number of Tardiness |
| 1 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |

***Reminders on Attendance Policy:***

*The instructor will submit to the Discipline Officer the Office of Student Affairs and Services (OSAS) the names of* ***students who incurred one half of the allowed number of absences, which are accumulated unexcused absences, or who incurred (3) consecutive unexcused absences (whichever case comes first).*** *The student will not be admitted in class until he/she can present an admission/consultation slip issued by the OSAS Discipline Officer. For approved and excused absences, there is no need to report, but faculty still monitors the number of absences of the student.*

For OSAS Personnel

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_