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| 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 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
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***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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 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 |
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