**ATTENDANCE AND PUNCTUALITY MONITORING SHEET**

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| Office / Unit: | | | | | | | | | | | | | | | |
| Subject: {subject} | | | Class Schedule: {schedule} | | | | | | | | | | | | |
| Course Code: {course\_code} | | | Bldg. and Room No.: {building\_room} | | | | | | | | | | | | |
| No. | Name of Student | | Course & Year | Indicate the date and put a checkmark if student is present | | | | | | | | | | | |
| {date} | |  |  |  |  |  | |  |  |  |  |
| {no} | {name}{#students} | | {course\_year} | {attendance} | |  |  |  |  |  | |  |  |  | {/students} |
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| Checked by: | |  | | | Submitted to: | | | | | |  | | | | |
|  | | Subject Instructor/Professor | | | Date Submitted: | | | | | |  | | | | |