

# Regarding Attendance

To: All Community School Teachers

If you run out of space on your roster sheet, please ask me for a blank attendance. Writing on a page that has no space to add students will not be accepted, and you will be asked to redo it all over again. Always check previous attendance sheet.

## Correct

<b>MONTH</b>	06	06	06	06	06	06	06	06	06	06	06	06	06	06
<b>DAY</b>	12	13	14	15	16	17	18	19	20	21	25	23	24	25
<b>STUDENT NAME</b>	M	T	W	R	F	S	N	M	T	W	T	F	S	N
	A1	A2	A3	A4	W									
		NS1	NS2	NS3	W									
	E/P													

- ◆ *The attendance roster sheet is an official document; it must be filled only by the instructor, and not by the students.*
- ◆ *The students first time in class mark **EP**. As shown above*
- ◆ *If the student goes to class regularly after **EP**, keep taking attendances, by marking **Only P** if the student is present or **A** if the student is absent.*
- ◆ *When you record **A1, A2, A3, A4** and **W**, or **NS1, NS2, NS3** and **W** for a student the **W** goes right after the **A4**, or **NS3**, not on the next class meeting. Look at above example.*
- ◆ *Remember to write in blue ink pen **ONLY***
- ◆ *No white-out*
- ◆ *You **must** always sign the bottom.*
- ◆ *If a student appears in your attendance, but **never** shows up to class, mark **NS1, NS2, NS3**, and **W**. If the student goes to class after any **NS**, write **EP**.*
- ◆ *Most of the time some of your students may not be printed in the attendance roster sheet, if this is you case; please ask Maria Eugenia or Daniel Felipe for a class list.*
- ◆ *If you receive a student that does not appear in your attendance roster sheet make sure that he/she is registered for your class before you add him/her to the roll sheet.*
- ◆ *Remember to write **ONLY** the student ID number, last name and first name on the roster sheet.*
- ◆ *Last but most important **do not** take attendance roster sheet home; leave them in your mail box every night.*

EP: Enter Present     
 NS: No Show     
 A: Absent     
 W: Withdraw

If you have any question please don't hesitate to contact me.

Thank you  
 Daniel Felipe (Data Input Specialist)  
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