

PLEASE READ CAREFULLY!!!

Attendance Procedures:

- BLUE ink ONLY
- NO white-out
- Sign at the bottom
- DO NOT take attendance home; leave it in your mailbox every night.

HOW TO TAKE ATTENDANCE:

- Student first time in class= EP + time (example Ep+2.5)
- If the student goes to class regularly after Ep+time, keep taking attendances writing the time only.
- After Ep-time the student is absent, write A1, A2, A3, and A4, W.
- If a student appears in you attendance, but NEVER SHOWS UP to class you must write NS1, NS2, NS3, W. If a student appears after any NS you need to write EP as a first time student.
- If you receive a student that does not appear in your attendance roster, make sure that he/she is register for you class before you add him/her to your list. Remember to write the student number, last name, and first name.

If you have any question or need some help do not hesitate to contact us.

Thank you

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