

DAILY ATTENDANCE SHEET

TUTOR'S NAME _____ Subject _____

STUDENT'S NAME	"E" if First Day	DATE	SIGNATURE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

***IF A STUDENT REPORTS TO YOUR CLASS FOR THE FIRST TIME, PLEASE WRITE AN "E" BY HIS NAME.**

Note: To maintain your own records, we strongly suggest that you purchase a \$2.00 - \$5:00 record keeping book. Submit your receipt to your Site Coordinator.

If a student is absent, please contact the home the same day. Place the name and telephone number of the student who is absent.

Name of Student absent

Telephone Number

1. _____

2. _____
