

My attendance record:

English name _____

Chinese name _____

I.D. number _____

	Name(Pinyin)	English Name	Chinese Name	Class	W1	W2	W3	W4	W5	W6	W7	W8	
					Sept	Sept	Sept	Sept	Oct	Oct	Oct	Oct	
				HAT10									

Key:

✓ = Present and on time

L = Late for class

✗ = Absent from class

☒ = Absent with sick note agreed by Carl

This must be completed regularly. The monitor and I will check it on random occasions. You will lose PP5 points if it isn't up to date.