

Attendance Record Form

Student Information

- **Name:**
 - **Student ID:**
 - **Program of Study:**
 - **Course Code:**
 - **Course Title:**
 - **Instructor Name:**
-

Attendance Record

Note: The frequency of attendance record sign-offs should be determined in advance in agreement among the student, their sponsor, and the instructor. Sign-offs may be scheduled on a weekly or bi-weekly basis, as mutually decided.

Date	Class Time	Attendance (Present/Absent)	Instructor's Signature	Comments (if any)

Student Declaration

I, the undersigned, confirm that the information provided above is accurate to the best of my knowledge.

Student Signature:

Date:

Instructor Declaration

I, the undersigned, confirm that the attendance records provided above are accurate as per my observation.

Instructor Signature:**Date:**

Notes:

- This form should be given to the relevant faculty member at the beginning of the term or as agreed upon.
- It is the student's responsibility to ensure that this form is filled out and signed in alignment with the cadence requested by their sponsor.
- The University is not responsible for maintaining these records unless specific arrangements are made.