ATTENDANCE ACCOUNTING PROCEDURES

O. L. LUTHER UNIT

College academic instructors will be responsible for recording the attendance of their students.

A computer generated roster for your class will be in the “roster” Mailbox located in the teacher workroom. Policy states that rosters should be completed in black ball point ink only!

The line beside each student’s name should be marked by the instructor in the following manner:

1. An “A” should be entered if the student is absent.

2. The line should be left blank if the student is present.

The completed class roster must be signed by the instructor, certifying it’s accuracy. The roster will be submitted to the unit education department upon the close of each class meeting.

Place the completed roster in the “roster” mailbox.

These procedures are taken from the Continuing Education Policy Manual.

I have read and understand the above attendance policy.