ATTENDANCE ACCOUNTING PROCEDURES
O. L. LUTHER AND PACK UNITS

College academic instructors will be responsible for recording 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 water soluble 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.
3. Write the total number of students present for class next to the "Total Hours" entry.
4. Instructor will sign the roster as pre-printed on the roster (i.e. John Smith [pre-printed] and not Jonathan M. Smith II, which is the normal signature for this example instructor).

The completed class roster must be signed by the instructor, certifying its 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.

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