

# VMSS ATTENDANCE FORM

MONTH: \_\_\_\_\_ SEMESTER/YEAR: \_\_\_\_\_

Student's Name: \_\_\_\_\_ SF ID#: \_\_\_\_\_

Progress (Please check below.)

Excellent       Good       Average       Fair       Poor

✓ /P = Present

A = Absent

H = Holiday

If Student dropped during this month, indicate the last date attended: \_\_\_\_\_

Course #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

- \* This information is required for determining satisfactory progress for VA benefits audit purposes.
- \* Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 1 absence.
- \* Students exceeding **20% total** absences in a calendar month **will be** terminated from their VA benefits for unsatisfactory attendance.
- \* **THIS ATTENDANCE FORM IS REQUIRED TO BE TURNED IN AT THE END OF THE MONTH, EVERY MONTH.**

Instructor's Signature: \_\_\_\_\_

Instructor's Name (*print*): \_\_\_\_\_