

### STUDENT ATTENDANCE STATUS REPORT

You are **REQUIRED** to submit this report no later than **Friday of the 3<sup>rd</sup> Week of the Quarter**

**\*If you are teaching in Master Program (MSOM), please submit to MSOM Program Director ([msom@dula.edu](mailto:msom@dula.edu))**

**\*If you are teaching in Doctoral Program (DAOM), please submit to DAOM Coordinator ([daomcoordinator@dula.edu](mailto:daomcoordinator@dula.edu))**

Academic Year		Quarter: <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall
Course Number	Course Name	
Program	<input type="checkbox"/> DAOM <input type="checkbox"/> MSOM English <input type="checkbox"/> MSOM Korean <input type="checkbox"/> MSOM Chinese	
Instructor's Name		

**Please report the list of the students in this course with their class attendance standing.**

***[Report only the students who have problem]***

Student ID	Student Name	Number of Unexcused Absences			Number of Unexcused Tardiness				Notes
		1 Unexcused Absence	2 Unexcused Absences	More than 2 Unexcused Absences	1 Tardiness	2 Tardiness	3 Tardiness	More than 3 Tardiness	

**References:**

- Students with more than 2 unexcused absences will be considered as Fail from the class.
- 3 Tardiness is considered as 1 absence

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

Date : \_\_\_\_\_