**Class Attendance List**

To be submitted by the 15th of each month due

**Class Range:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Month:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Comments:**

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| **Date** | **Time** | **Total No. of Students** | **Absent Students** | **Attendance Ratio** |
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