WEEKLY ATTENDANCE REPORT

Month of Weekly Attendance Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Year: \_\_\_\_\_\_\_\_\_\_\_ Name of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_ Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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|  |  |  |  | Days |  |  |
| Serial no. | **Worker’s ID** | **Name of worker** | **Male/****Female** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **Total Number of days** | **Signature** |
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| Prepared by |  | Approved by |
| Signature |  | Signature |  |
| Name |  | Name |  |
| Title |  | Title |  |
| Date |  | Date |  |