

CLASS ATTENDANCE & FEE PAYMENT SHEET FOR SESSION 2019 – 2020

TEACHER NAME : TEACHER'S REG. NO. STUDENT NAME : STUDENT REG. NO: CLASS FORMAT :

CLASS TIMING : CLASS DURATION : MONTHLY FEE : STARTING DATE : DISCONTINUATION DATE :

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
APR																				
MAY																				
JUN																				
JUL																				
AUG																				
SEP																				

MONTH	20	21	22	23	24	25	26	27	28	29	30	31	Guardian's Sign	Teacher's Sign	Remarks
APR															
MAY															
JUN															
JUL															
AUG															
SEP															

*Please Consider Instructions given overleaf.

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
OCT																			
NOV																			
DEC																			
JAN																			
FEB																			
MAR																			

MONTH	20	21	22	23	24	25	26	27	28	29	30	31	Guardian's Sign	Teacher's Sign	Remarks
OCT															
NOV															
DEC															
JAN															
FEB															
MAR															

Note :- 1. THIS SHEET CAN BE MAINTAINED & UPDATED BY STUDENT / GUARDIAN / TEACHER . 2. TO VALIDATE / CONFIRM THE RECORDS /ENTRIES OF ANY MONTH, BOTH TEACHER & GUARDIAN MUST SIGN AFTER COMPLETION OF EACH MONTH / LAST CLASS OF MONTH. 3. BOTH TEACHER & GUARDIAN KNOW AND AGREE THAT RECORDS MAINTAINED IN THIS SHEET WILL BE FINAL IN REFERENCE WITH NO. OF CLASSES GIVEN & FEE PAYMENT RECEIVED /PAID. 4. THIS SHEET MUST BE COLLECTED BY TEACHER FROM GUARDIAN / STUDENT ON DISCONTINUATION DATE (STUDENT / GUARDIAN MUST HAVE TO HANDOVER TO TEACHER, HOWEVER XEROX / PIC OF THE SAME CAN BE KEPT) THIS SHEET SHOULD BE FILLED / MAINTAINED AS PER FOLLOWING INSTRUCTIONS / SUGGESTIONS : A. FOR ON TIME CLASS & PROPER DURATION ' YES ' B. FOR LATE / EARLY CLASS TIME & / LESS / EXTRA DURATION ' ARRIVAL TIME : DEPARTURE TIME' C. FOR CLASS MISSED BY TEACHER ' M BY TCR' D. FOR CLASS MISSED BY STUDENT ' M BY STD' D. FOR SUNDAYS ' SUN' E. FEE PAYMENT DATE MUST BE WRITTEN IN REMARKS BOX.