



COMMUNITY  
EDUCATION  
adult academic

**Attendance Report** - \_\_\_\_\_  
(month)

Name \_\_\_\_\_

\_\_\_\_\_ 90+ percent. Your attendance is excellent! Students who come as much as you do have the best chance for success.

\_\_\_\_\_ 70-90 percent. Congratulations! You are meeting the program attendance requirements and helping yourself succeed.

\_\_\_\_\_ 50-70 percent. Your attendance is below what it should be and you are missing important opportunities for improving your skills.

\_\_\_\_\_ Below 50%. Your low attendance is not helping you make progress in improving your skills. If your attendance does not improve next month, you will probably be dropped from the program.