USE DARK PEN (BLACK) ON WHITE PAPER ONLY

Cypress-Fairbanks Independent School District
Music Department Private Lesson Program
2018-2019 Student Attendance Sheet

OFFICE USE ONLY
Lessons_____ Posted ❑

TEACHER: _____ **SCHOOL WHERE LESSON IS TAUGHT:** _____

TEACHER ID #: _____ **DATE:** ___/___/___ (MM / DD / YY) **DAY OF THE WEEK:** (CIRCLE ONE) **MON TUE WED THU FRI SAT SUN**

1. Please make sure the date is correct and that all students have signed (**hour lesson students must sign twice**). Each line represents 30 min.
2. For each student, mark a **P (Present), E (Excused),** or **U (Unexcused)**. Please record your contact with the parent for an unexcused absence on your attendance sheet. If no contact is indicated, the Un-excused absence may not be paid. Students who have given sufficient notification of their absence may be indicated with an **E (Excused)**
3. To ensure your proper payment and correct billing to the parent, please make sure your sheet is filled out correctly, and that it is legible. **Sheets should be on white paper and completed using dark black pen. No colored paper or pencil as these sheets will be scanned into the computer for permanent record-keeping. Students should only sign the sheet…All other info to be completed by Lesson Instructor or School Director.**
4. **ANY QUESTIONS** regarding student ID numbers, or if a student has been enrolled, please contact the Music office at 281-897-4076 or email Laura.Bradshaw@cfisd.net

USE DARK PEN **STUDENT ID #** (TO BE COMPLETED BY INSTRUCTOR OR DIRECTOR)	**GR**	USE DARK PEN **STUDENT NAME** (TO BE COMPLETED BY INSTRUCTOR OR DIRECTOR)	USE DARK PEN **STUDENT SIGNATURE**	**LESSON TIME**	**(P)RES. (E)X. (U)NEX**	**PRINT LEGIBLY** **Use for: 1) NOTES , 2) UNEXCUSED ABSENCE DETAILS, 3) PARENT CONTACT DETAILS**
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Director's Signature: _____ (after reviewing absences and dates) **REV. 5/18**