



Fredericksburg
10304 Spotsylvania Ave Ste 210
Fredericksburg, VA 22408
Office: (540) 371-3725

Newport News
603 Pilot House Drive, Ste 240
Newport News, VA 23606
Office: (757)-785-0490

Official Attendance Record

Student Information

- Name: _____
- Student ID: _____
- Program Title: _____
- Program Number: _____
- Start Date: _____ End Date: _____

Attendance Policy (per catalog)

- Students must attend at least 80% of scheduled programs.
- More than 3 excused or 2 unexcused absences = withdrawal.
- 3 tardies = 1 absence.

Attendance Summary

- Total Scheduled Hours: _____
- Total Completed Hours: _____
- Percentage Completed: _____ %

Compliance Status:

☐ Meets 80% Requirement ☐ Below Requirement (Terminated/Withdrawn)

Instructor's Signature: _____ **Date:** _____

President's Signature: _____ **Date:** _____

