Estd 1864

Attendance Change Form

Class:	☐ First Year	*Roll No.:	Attendance Change		*Section:
	☐ Second Year	e.g. 00-00000	From	To	e.g. M1
Subject: e.g ENGL 100		1			
Attendance Time:	Date:	2			
	Day:	3			
	Time:	4			
		5			
		6			
		7			
		8			
		9			
		10			
		Total Number of Students:			

Reason for Change:

Instructor's Name: _____ _____

Instructor's Signature: _____   Date: _____

Approval:
Head of Department: _____   Date:_____

Vice Rector: _____   Date: _____

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For Academic Office Use:
Attendance Changed By: _____   Date: _____

- *Note: Please attach a separate list for more than ten students.*