

# Webster

UNIVERSITY  
WORLDWIDE

## ATTENDANCE SHEET

### Attendance Policy

The University reserves the right to drop students who do not attend class the first week of the term/semester. Students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences. Generally, a student who misses more than one four-hour course period (per course) without a documented military or medical excuse and advanced permission from the instructor should withdraw from the class.

**Course Name**

**Instructor's Name**

**Course Number**

Term **Day of Week**

Term Dates

Instructor Signature

Date

Class Location (Bldg/Room Numbers)

Student Name		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
1										
2										
3										
4										
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21										
22										

**TURN IN ATTENDANCE SHEET ON HIGHLIGHTED WEEKS**

### INSTRUCTIONS

- \* ADD/DROP period is first 2 weeks of term. If student drops, record last date of attendance, then draw line across roster.
- \* Record attendance each week for each student as: **X**=present; **A**=absent w/o excuse, **E**=absent w/excuse, **T**=TDY/BusTrip
- \* **WEEK 1**-Turn in attendance sheet to Webster office. Fax: **SALT LAKE (801) 281-4804; HILL (801) 779-2062.**  
You may also complete the attendance sheet electronically and email to Jeanie at [erekson@webster.edu](mailto:erekson@webster.edu).
- \* **WEEK 2** - Turn in attendance sheet to Webster office.
- \* After **WEEK 9** - Turn in full attendance record along with grade sheet (bubble sheet), your record of class assignments and students' earned points (grade spreadsheet), and textbook evaluation form.