

INTI INTERNATIONAL COLLEGE SUBANG	STUDENT ABSENTEEISM REPORT/SUMMARY	AAO-16
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To : _____ Date : _____
(Head of Program)

From : _____
(Lecturer)

Session : JAN/ FEB/ MAR/ APR/ MAY/ JULY/ AUG/ SEPT

Programme : _____ Semester : _____

Course Code : _____ Section : _____

Subject : **Student(s) Absent From Class**

Please be informed that the following student(s) has/have been absent from class without acceptable valid reason(s).

No	Student's Name	Matriculation No.	Date of Absence	Remarks (eg: Warning Letter/ Barring Letter)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Prepared by Lecturer : _____
(Signature)

Tel.No (ext) :

Note:

- a) Local & International students
- At the 4th absence: A Warning letter is to be issued to the student.
 - For International students, once they are absent for 2 consecutive weeks the Warning Letter must be sent.
 - At the 9th absence: A Barring letter is to be issued to the student.