

Name: \_\_\_\_\_

Section: \_\_\_\_\_

## ADP ATTENDANCE CHART

**Students Are Expected To Attend A Minimum Of 85% Of The Classes**  
**Remember: Your attendance counts as part of your semester grade.**  
**ATTENDANCE AT THE FINAL IS MANDATORY**

WK	DATE	PRESENT / ABSENT	REASON	DATE	PRESENT / ABSENT	REASON	DATE	PRESENT / ABSENT	REASON
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

**CODES:**

**P = PRESENT**

**A = ABSENT**

**PT = PRESENT BUT LATE**  
**[LIST TIME]**

**REASON CODES: [These still count as absences]**

**S = PERSONAL ILLNESS**

**H = FAMILY EMERGENCY**

**A = UNIVERSITY SANCTIONED ACTIVITY**

**O = OTHER**

**T = TARDINESS [COUNTED FROM CLASS START TIME + 3 MINUTES]**

**1-5 MINUTES = 1/3 ABSENCE**

**6-15 MINUTES = 2/3 ABSENCE**

**16+ MINUTES = ABSENCE**

