



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

MEM-3776.1  
August 2, 2007

ATTACHMENT H-3



***Beyond The Bell Branch***  
Expanded Learning and Enrichment Programs  
*Connecting children and youth to their local school and community.*

**Required Learning Academy  
Extended Learning Program  
High School Attendance Certification\***

School \_\_\_\_\_ Teacher \_\_\_\_\_

Session Dates: \_\_\_\_\_ to \_\_\_\_\_  
Beginning Date Ending Date

**“I certify that the attendance on this register is true, correct and complete.”**

\_\_\_\_\_  
Teacher’s Signature Date

**Explanation of “Attendance Record” columns**

Attendance				
(Date)				
M	T	W	Th	F

- (Date) = Saturday date
- M = Hour 1 (60 minutes)
- T = Hour 2 (60 minutes)
- W = Hour 3 (60 minutes)
- Th= Hour 4 (60 minutes)
- F = .28 of hour (17 minutes)

**Attendance Marking**

Attendance				
(Date)				
M	T	W	Th	F
E				
L				
	40			

“—“ Absent or not enrolled
Entered (first hour of attendance)
Left (withdrawn)
Tardy (for grading purposes only)

**\*This form must be attached to the classroom attendance record.**