LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

MEM-2642.2
December 18, 2006

ATTACHMENT F-2

Secondary Extended Learning Program/Tutorial Services Program
Secondary Intervention Attendance Register

School: _____ Dates: From _____ To _____ Teacher: _____

Loc: _____ Schedule: **M T W Th F** (Circle) _____ (Beginnig and Ending times) Program: _____

Saturday (Circle) _____ (Beginnig and Ending times) Subject: _____

Student Names	Grade Level	Time Value	Date / Day	(In the rows below, please indicate the date and day of the week when your class is meeting) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Examples M Hours	Examples T Marks*
1			1			
			2			
			3			
			4			
			5			
2			1			
			2			
			3			
			4			
			5			
3			1			
			2			
			3			
			4			
			5			
4			1			
			2			
			3			
			4			
			5			
5			1			
			2			
			3			
			4			
			5			
6			1			
			2			
			3			
			4			
			5			
7			1			
			2			
			3			
			4			
			5			

I certify that the attendance on this Register is true, correct, and complete

Note: Attach Class Roster to Attendance Register. Register is NOT VALID without a Class Roster

Teacher's Signature _____ Date _____

Page _____ of _____

Time Blocks: Each time block represents an hour or portion of an hour. Designate the value of each time block. Time value for the blocks must be the same each scheduled class meeting. When classes take place on Weekdays and Saturdays, the Saturday time block/value must be the same as the Weekday time block/value. Use more than one day column to indicate Saturday attendance for Saturday schedules that are multiples of weekday schedules.

"E" in students on the first day of attendance. Put an X in the appropriate time block for each full/complete time block that a student is absent.

***Marks:** High Schools only.