

### ATTENDANCE

Supervisors are requested to complete and confirm the attendance form below. Employer must report immediately to the UUM SUPERVISOR if the student is absent without reason for more than 3 days. Please use the symbol as shown in the following table.

Symbol		Symbol	
✓	Present	P	Absent with Permission
X	Absent without Permission	H	Public Holiday
S	Absent (Medical Leave)		

Month Date	January	February	March	April	May	June
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Reviewed and checked by:

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Employer Signature and Stamp

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Supervisors are requested to complete and confirm the attendance form below. Employer must report immediately to the UUM SUPERVISOR if the student is absent without reason for more than 3 days. Please use the symbol as shown in the following table.

Symbol		Symbol	
✓	Present	P	Absent with Permission
X	Absent without Permission	H	Public Holiday
S	Absent (Medical Leave)		

Month Date	July	August	September	October	November	December
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Reviewed and checked by:

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Employer Signature and Stamp