

ATTENDANCE

Supervisors are requested to complete and confirm the attendance form below. Employer must report immediately to the PPA COLGIS UUM 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)		

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

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Employer Signature and Stamp

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

Date/ Month	July	August	September	October	November	December
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