**ATTENDANCE TRACKING WORKSHEET**

Attending class strongly correlates to higher grades. This worksheet will help you count the number and reasons for missing class with the goal of planning ahead while staying informed about your patterns. **Contact us at** [**HSS.StudentSuccess@unco.edu**](mailto:HSS.StudentSuccess@unco.edu) **or Call 970-351-3140 with questions, resources, and support.**

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| ***What is the attendance policy?*** | Write down the number of excused abscences allowed in each of your classes. | | | | | | | | | | | |
| **How many can you miss?** | Class 1 | | Class 2 | | Class 3 | | Class 4 | | Class 5 | | Class 6 | |
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|  |  | | | | | | | | | | | |
| **1** | Everytime you miss class, note the date, write in what you missed (check the syllabus, schedule, and with the instructor), and indicate the reason you were unable to attend. | | | | | | | | | | | |
| **Class 1** | DATE |  | |  | |  | |  | |  | |  |
| WORK |  | |  | |  | |  | |  | |  |
| REASON |  | |  | |  | |  | |  | |  |
|  |  | | | | | | | | | | | |
| **2** | Everytime you miss class, note the date, write in what you missed (check the syllabus, schedule, and with the instructor), and indicate the reason you were unable to attend. | | | | | | | | | | | |
| **Class 2** | DATE |  | |  | |  | |  | |  | |  |
| WORK |  | |  | |  | |  | |  | |  |
| REASON |  | |  | |  | |  | |  | |  |
|  |  | | | | | | | | | | | |
| **3** | Everytime you miss class, note the date, write in what you missed (check the syllabus, schedule, and with the instructor), and indicate the reason you were unable to attend. | | | | | | | | | | | |
| **Class 3** | DATE |  | |  | |  | |  | |  | |  |
| WORK |  | |  | |  | |  | |  | |  |
| REASON |  | |  | |  | |  | |  | |  |
|  |  | | | | | | | | | | | |
| **4** | Everytime you miss class, note the date, write in what you missed (check the syllabus, schedule, and with the instructor), and indicate the reason you were unable to attend. | | | | | | | | | | | |
| **Class 4** | DATE |  | |  | |  | |  | |  | |  |
| WORK |  | |  | |  | |  | |  | |  |
| REASON |  | |  | |  | |  | |  | |  |
|  |  | | | | | | | | | | | |
| **5** | Everytime you miss class, note the date, write in what you missed (check the syllabus, schedule, and with the instructor), and indicate the reason you were unable to attend. | | | | | | | | | | | |
| **Class 5** | DATE |  | |  | |  | |  | |  | |  |
| WORK |  | |  | |  | |  | |  | |  |
| REASON |  | |  | |  | |  | |  | |  |

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| **6**  **Class 6** | Everytime you miss class, note the date, write in what you missed (check the syllabus, schedule, and with the instructor), and indicate the reason you were unable to attend. | | | | | | |
| DATE |  |  |  |  |  |  |
| WORK |  |  |  |  |  |  |
| REASON |  |  |  |  |  |  |
|  |  | | | | | | |