

The Bridge School

(Attendance record of the English courses)

Student Name _____ Teacher Name _____

Schedule _____ Location _____

Register Place _____ Student Level _____

Student budget in total _____ Finished hours until this month _____

Notice to teachers:

1. The attendance record must be signed by student for each class you teach.
2. You must submit the attendance record to school by the 30th of each month in order to get paid on time.
3. Our pay day is between 10th and 15th of the each month.
4. **If we do not receive your completed attendance record--with signatures--by the 30th, YOU WILL NOT GET PAID THIS MONTH.**

Date			Duration (From __ to __)	Student's signature	Teacher's signature	note
Year	Month	Day				

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