**Attendance Report Form**

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The student(s) listed below have excessive absences in my class(es). I request that the Academic Advising & Retention Center contact each student and copy me on the emails.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME**  **(as printed on class roll)** | **WKU ID #** | **COURSE ID – SECTION #** | **GRADE**  **(as of today)** | **TOTAL**  **ABSENCES** | **OFFICE USE ONLY** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please email or fax completed form to:

Melissa Flowers, Academic Advisor – Special Projects

Academic Advising & Retention Center (AARC)

Downing Student Union

Fax Number: 55421

Melissa.flowers@wku.edu