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Attendance Report

Name of applicant (Please print) _____
Family Name Given Name

1. Is the applicant (a) a graduate of your school ? ☐
(b) still attending your school ? ☐ (Check One)
(c) already moved out of your school? ☐

2. Period of attendance at your school: _____ years and _____ months.
From _____ to _____
month year month year

3. Record of Attendance

Grade/ Year	No. of days of classes	No. of days absent	Reason (s)	No. of times tardy	Reason (s)
6					
7					
8					
9					
10					

* Should the above format be unfeasible, please attach a copy of your school's official attendance record. In such a case, please be sure to include the following items:
1) the number of times the applicant has been absent and /or tardy for each subject,
2) the total number of classes for each subject,
3) the reason (s) for being absent and / or tardy.

Signature _____ Date _____

Name (Please print) _____

Name and address of your school (Please print)

_____

_____

_____

Please forward to:
The Principal
Keio Senior High School
4-1-2 Hiyoshi, Kohoku-ku
Yokohama, Kanagawa 223-8524
JAPAN