

Attendance Warning Notice

Student Name:	Date:
Course # and Section:	Course Name:
Instructor (Please print):	

The purpose of this notice is to inform you about your poor attendance in the above course.

The nature of the attendance policy for this course was given to you in written form at the beginning of this semester.

It specified that _____ absences would result in automatic withdrawal from this course. Should this materialize, you will obviously lose both grade and credit for this course.

According to my records, you have been absent _____ times as of this date.

Please be advised that no further warning will be sent to you. Your attendance record is your responsibility. Should you have any questions regarding these matters, feel free to contact me.

Instructor's Signature

To the Instructor: Please send one copy to the student and one copy to the Registrar's Office. This warning notice must be signed and sent to the Registrar's Office.