

Late Attendance at Class

This form must be submitted to Deakin College Reception within 7 working days of the affected attendance. Submission after this date will not be processed.

STUDENT DETAILS

STUDENT ID: _____ COURSE: _____

FAMILY NAME: _____

GIVEN NAMES: _____

CLASS DETAILS

UNIT CODE: _____ CLASS NUMBER: _____

UNIT NAME: _____

DATE OF CLASS: _____ TIME (AM/PM): _____

REASON FOR LATE ARRIVAL

TIME OF ARRIVAL: _____

STUDENT SIGNATURE: _____ DATE: _____

LECTURER DETAILS

NAME (PLEASE PRINT): _____

LECTURER SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

Date Received: _____

MAZE Updated Yes No (Late Submission)

Comments: _____

Signed: _____ Date: _____

Attendance Procedures (Monitoring)

1. It is a requirement by Deakin College that all academic staff record student attendance for each class that they conduct.
2. Academic staff will be able to print a copy of an updated attendance list from the student portal prior to each class during the first two weeks of the trimester. They will also be able to print the final attendance list prior to the third class. Note that class lists are updated daily during the first 2 weeks of the trimester as late enrolments are processed.
3. Attendance is to be recorded electronically using the Deakin College student portal.
4. In accordance with the Deakin College *Attendance* policy, student attendance is to be recorded once per class and not before the end of the first hour of the class.
5. Once attendance is recorded and submitted, it cannot be amended by academic staff.
6. Students who arrive after the attendance has been recorded must complete the *Late Attendance at Class* form, have it signed by the class lecturer and submit it to Deakin College reception at the end of the class.
7. Late attendance will be adjusted by Deakin College Reception staff and the forms placed in students' files.
8. Students who attend a class other than the class in which they are enrolled, must complete the *Lecturer Attendance Variation Record*, have it signed by the class lecturer and submit it to Deakin College Reception at the end of the class. Such attendances will be adjusted by Deakin College Reception staff and the forms filed. *Note: Students may submit no more than two such forms per unit per semester.*