

	Monday		Tuesday		Wednesday		Thursday		Friday	
	Teacher Absent	Reason	Teacher Absent	Reason	Teacher Absent	Reason	Teacher Absent	Reason	Teacher Absent	Reason
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
Total										

Weekly Analysis:

Total Number of Teachers; Absent..... Absent with Permission Absent without Permission.....Lessons not taught.....Lesson not Taught.....

Notes

- i. This form should be completed by the class secretary/monitor with the knowledge of the teachers.
- ii. The form should be surrendered to the Deputy Head teacher to complete the section above on weekly basis.
- iii. The class teacher to fill in the tool for lower primary but the Deputy head teacher to oversee.
- iv. The Deputy Head teacher should then submit the completed form to the Head teacher/Principal.
- v. After taking the necessary action the Head teacher/Principal should file all the forms so that they are available when needed.

Submitted by Deputy Head sign:.....Name.....TSC No.....Date.....

Confirmed by Head of the institution sign:.....Name.....TSC No.....Date.....