

Attendance/Leave Tracker For the Month of _____

Name of the School: _____
 School ERP code:- _____
 SCC Emp Code:- _____
 SCC Name:- _____

Address of the School:

Attendance Details:-

Abbreviations

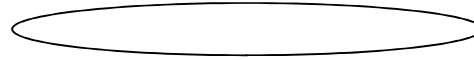
A	Absent	SL	Casual/Sick Leave	PTL	Paternity Leave
P	Present	LOP	Loss of Pay	PL	Privilege Leave
SH	School Holiday	MTL	Maternity Leave		

Note: Please fill the above details date wise as per below give format to validate your attendance

16th May-14 to 15th June-14						
SUNDAY	MON	TUE	WED	THUR	FRI	Sat
					16-May	17-May
18-May	19-May	20-May	21-May	22-May	23-May	24-May
25-May	26-May	27-May	28-May	29-May	30-May	31-May
1-Jun	2-Jun	3-Jun	4-Jun	5-Jun	6-Jun	7-Jun
8-Jun	9-Jun	10-Jun	11-Jun	12-Jun	13-Jun	14-Jun
15-Jun						

Declaration :-I hereby declare that I have furnished the correct attendance/leave records duly verified by school administration.
 I also undertake to indemnify the company for any loss / liability that may arise in the event of the above information being incorrect.

Signature of SCC



Signature of the Principal/Authorized Signatory

Office Seal

Note: This has to be printed on school's letter head duly signed by Authorized Signatory.