

Verification of Attendance at Performing or Athletic Arts Training

On the 2nd page of this document is a calendar, on which you need to **record any classes or training sessions you missed** due to illness, appointments etc. for the **first month** of the current season.

- Print **your name** neatly in the space provided in the top left corner.
- Print the **name of the studio, club, or organization** that you are taking your training with in the space provided in the top right corner
- Enter **September** (or the first month of your training for this season), followed by **the current year** in the space following the words "Absences in".
- Enter the **dates** on the calendar in the space provided in the top left corner of each square on the calendar
- For any dates when you were not able to attend your regularly scheduled training, write the word **ABSENT** in the appropriate square.
- IF you have not missed any sessions, just write **NO ABSENCES** diagonally across the calendar.

DO NOT record your class or training schedule on it. You have already provided that on a separate document.

Notice that the document must be **signed** and **dated** by your performing or athletic arts teacher/coach/mentor. You will need to print the document.

Once you have access to your course(s), you will **upload** the signed copy.

- Scan or take a **clear** picture of the calendar page and upload it to your computer.
- Log into the Moodle course and select **Verification of Attendance** drop box located near the top of the course.
- Click **Add Submission**.
- Drag the file of the calendar page to the files area.
- Click **Save Changes**.

Student's Name: _____

Studio/Club/Organization: _____

Absences in _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
—	—	—	—	—	—	—
—	—	—	—	—	—	—
—	—	—	—	—	—	—
—	—	—	—	—	—	—
—						

Verified by: _____
(Teacher/Coach/Mentor)

Date: _____