

Attendance Report

Name of applicant (Please print) _____

Family Name

Given Name

1. Is the applicant
- | | | | |
|-----|------------------------------------|--------------------------|-------------|
| (a) | a graduate of your school ? | ☐ | (Check One) |
| (b) | still attending your school ? | ☐ | |
| (c) | already moved out of your school ? | ☐ | |

2. Period of attendance at your school: _____ years and _____ months.

From _____ to _____
 month year month year

3. Record of Attendance

Grade/ Year	No. of days of classes	No. of days absent	Reason (s)	No. of times tardy	Reason (s)
6					
7					
8					
9					
10					

* Should the above format be unfeasible, please attach a copy of your school's official attendance record. In such a case, please be sure to include the following items:

- 1) the number of times the applicant has been absent and /or tardy for each subject,
- 2) the total number of classes for each subject,
- 3) the reason (s) for being absent and / or tardy.

Signature _____ Date _____

Name (Please print) _____

Name and address of your school (Please print)

Please forward to:

The Principal

Keio Senior High School

4-1-2 Hiyoshi, Kohoku-ku

Yokohama, Kanagawa 223-8524

JAPAN