

ANNEX 1

# TEACHERS SERVICE COMMISSION

## Teacher Lesson Attendance Register (LAR)

School .....

Year .....

Term .....Week.....Dates: - From Mon ..... To Fri.....

Class .....

Monday					Tuesday					Wednesday					Thursday					Friday				
Lesson	Teacher	In	Out	Assg	Lesson	Teacher	In	Out	Ass	Lesson	Teacher	In	Out	Ass	Lesson	Teacher	In	Out	Ass	Lesson	Teacher	In	Out	Ass





**Notes**

1. This form should be completed by the class secretary/monitor with the knowledge of the teachers.
2. The form should be surrendered to the Deputy Head teacher to complete the section above on weekly basis.
3. The Deputy Head teacher should then submit the completed form to the Head teacher/Principal.
4. After taking the necessary action the Head teacher/Principal should file all the forms so that they are available when needed.

