ANNEX 1

TEACHERS SERVICE COMMISSION

Teacher Lesson Attendance Register (LAR)

School	
Year	Term 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

TSC/TPAD/PS/LAR/01

NB:

Assg: - Abbreviation for Assignment (the class monitor/secretary is expected to mark Yes/No if assignment is given or not).

Class Secretary/Monitor	Signature
Explanations by Deputy Head:	

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Moi	nday	Tues	day	Wedn	esday	Thui	rsday	Friday			
Teacher Absent	Reason										

Submitted by Deputy Head	sign:	Name	TSC No	Date	
, ,	· ·				
Confirmed by Head of the institution	sign:	Name	TSC No.	Date	

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.

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