**SAMPLE OF TIMESHEET / ATTENDANCE REGISTER TO BE MAINTAINED AT SCHOOL**

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| **NAME OF SCHOOL** |  | | | | | | |
| **EMIS No.** |  | | | | | | |
| **WEEK / DATE** |  | | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **NAME** | **SURNAME** | **EA OR GSA** | **SIGNATURE** | **SIGNATURE** | **SIGNATURE** | **SIGNATURE** | **SIGNATURE** |
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NAME OF PRINCIPAL SIGNATURE DATE

SCHOOL STAMP