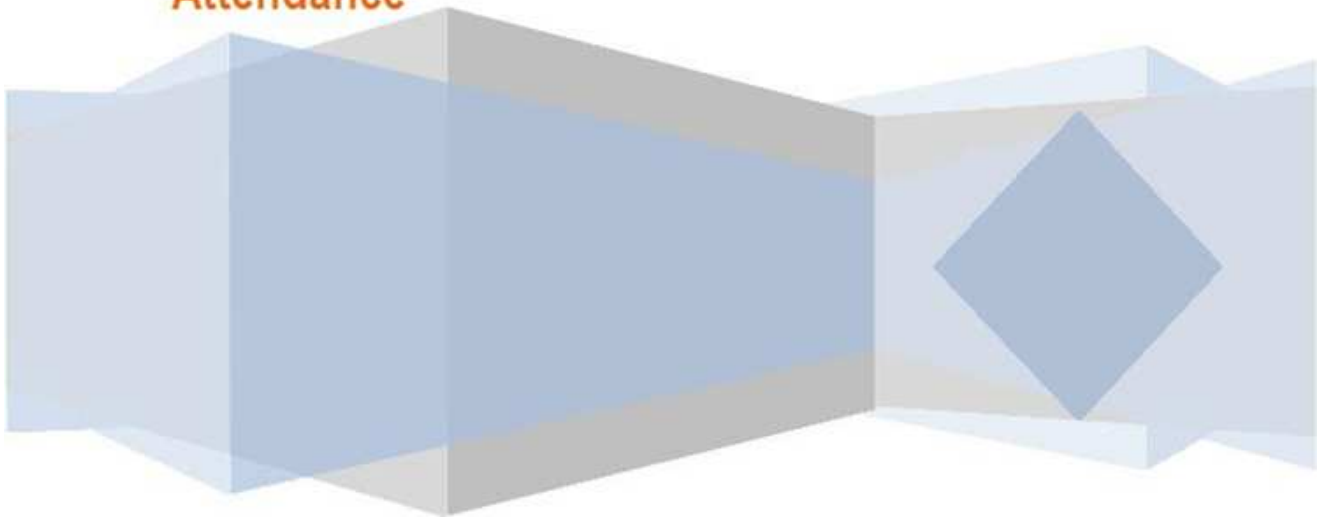


# Teaching Manual

Attendance



# ATTENDANCE

If you are the first classroom teacher for a class, you must take attendance. Additionally, there are other types of information that should be recorded on the attendance sheet (homework, grades, etc.).

## ELEMENTARY

On the elementary class (CG~EG) attendance sheets, you will need to make sure each student's English name is filled in. Each class, attendance, listening lesson numbers, homework assignments, participation grades and attitude grades must be marked.

The form includes the following sections and callouts:

- Header:** Class: EG-1D, Home room Teacher: 趙明華, Foreign Teacher: Drake, Date: 201XX.01.22 (Friday)
- Student Information:** Columns for Korean Name, English Name, and attendance days (Sun, Mon, Tue, Wed, Thu, Fri, Sat, Sun).
- Attendance:** A row for marking attendance.
- Today's Lesson & HW:** A section for recording lesson numbers and homework status (Completed, Partially Completed, Incomplete).
- Listening Lessons:** A grid for recording lesson numbers and scores (e.g., -1, -2).
- Today's Lesson & HW (Speaking Presentation & Writing Homework):** A section for recording lesson numbers and homework status.
- Assignment & Grade:** A grid for recording assignment status (Submitted, Not Submitted) and grades (Excellent, Late, Incomplete).
- Attitude:** A row for marking attitude grades (A+, A, etc.).
- Comments:** A section for leaving comments about student attitude or participation.

**Callout Boxes:**

- Make sure each student's English name is filled in.
- Mark Attendance:**
  - – On time
  - ∅ – Late
  - / – Absent
- Write the lesson number for listening and record scores: (-1, -2, etc.)
- Record Assignments (Assignment & Grade):**
  - – Excellent
  - △ – Late
  - X – Incomplete
- Mark Attitude Grade (A+, A, etc.)
- Leave a comment about any attitude or participation issues with students.

**Elementary Attendance Sheet**

## GENERAL MIDDLE SCHOOL

On the general middle school class (GS~GA) attendance sheets, you will need to make sure each student's English name is filled in. Each class, the first teacher must mark attendance. Also, record any homework assignments. Additionally, if a student's participation level or attitude warrants the attention of their homeroom teacher, you should write it in the comment section.

월 일 (금요일) 가을학기( )회차 총원( 명) / 결석( 명) / 지각( 명) 담임 : ( 권지용 )

Class(GA-2D)				출석	어휘 Test ( ~ )	기 타 ( )	과 재						Assignment	
No	KName	E. Name	학교				학년	LC	RC	G	기타	LC		RC
1	강대성	Dewight	능동중	1										
2	동영배	Tony	안화중	2										
3	이승현	Sam	석우중	2										
4	정수연	Jessica	석우중	2										
5	최승현	Tom	안화중	2										
6	황미영	Tiffany	부현중	2										
7														
8														
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16														
17														
18														
19														
20														
21														
22														
23														
24														
25														
Comment														

**Record Homework (Assignment & Grade):**

- – Excellent
- △ – Late
- X – Incomplete

**Mark Attendance:**

- – On time
- ∅ – Late
- / – Absent

Make sure each student's English name is filled in.

Leave a comment about any attitude or participation issues with students.

General Middle School Attendance Sheet

On the TOEFL and advanced middle school class (TE, TI~TA, SA, IVY, NOBLE, EAT) attendance sheets, only the students Korean names are displayed. Each class, attendance must be marked by the first teacher. Also, record any homework assignments. Additionally, if a student's participation level or attitude warrants the attention of their homeroom teacher, you should attach a note to the attendance sheet.

Only the students Korean names are shown.

**Mark Attendance:**  
 ○ – On time  
 Ø – Late  
 / – Absent

**Record Homework (Assignment & Grade):**  
 ○ – Excellent  
 Δ – Late  
 X – Incomplete

Attach a note to comment about any attitude or participation issues with students.

TOEFL and Advanced Middle School Attendance Sheet

Since the TOEFL and advanced middle school attendance sheets do not have the student's Korean names, you should make a chart with both the Korean and English names. You can do this on any spare sheet of paper. You can ask the homeroom teacher for help writing the Korean names. Then you should tape it in the attendance binder.

TA-2D Class List		
#	Korean Name	English Nickname
1	강대성	Dewight
2	동영배	Tony
3	이승현	Sam
4	정수연	Jessica
5	최승현	Tom
6	황미영	Tiffany

The homeroom teacher can help you write the Korean names.

Write the students English name.

TOEFL and Advanced Middle School Sample English Name Chart