One-off Class Attendance Confirmation
Workshop/Tutorial
(only to be used following permission by usual lecturer)

Note to student
This form may only be used after you have obtained permission from your usual lecturer to attend another class/tutorial/workshop in lieu of your usual one

TO BE GIVEN TO YOUR “USUAL” LECTURER

Date: ________________

Topic Number: _______________  Topic Name: __________________________

Student Name: ___________________________      Student ID: ___________

Week of semester: _________________       Usual Class/Group No.__________

Usual Lecturer Name: ______________________________________

I attended the following:

♦ Workshop and Tutorial - Group No: ________

On: _____________________ (day/date)

At: _____________________ (time)

Taught by: (Lecturer) ______________________________________________

Signature of Lecturer: ______________________________________________