



*Northeast Alabama Community College*  
**Student Absence Report: All Developmental Courses and MTH 100 & 116**

Directions: Complete this form, making certain to provide the necessary contact information. Student data may be obtained through the ACCESS/400 **INARC** screen. Telephone numbers are available online through **NOAH** by viewing the registered course rolls. Reports should be placed in the mailbox of Shirley Buttram in either the Wallace Administration Building mailroom (No. 37) or in GY 205.

Today's Date \_\_\_\_\_

Instructor \_\_\_\_\_ Course Prefix/No. \_\_\_\_\_ Section No. \_\_\_\_\_

Meeting Day(s) \_\_\_\_\_ Time \_\_\_\_\_

Student Name \_\_\_\_\_ Gender \_\_\_\_\_ Student ID Number \_\_\_\_\_

Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ Date of Last Attendance \_\_\_\_\_ Number of Absences \_\_\_\_\_

\_\_\_\_\_ This student is **on schedule** and can still finish the course. Please contact this student by phone or mail and encourage him or her to come to class and discuss the absences with his or her instructor.

\_\_\_\_\_ This student is **behind schedule**, but it is still possible for him or her to finish the course. Please contact this student by phone or mail and encourage him or her to come to class and discuss the absences with his or her instructor.

\_\_\_\_\_ This student is behind schedule and it is unlikely that he or she will be able to finish the course. Please contact this student by phone or mail and recommend that he or she **drop the course** before the deadline.

\*\*\*\*\*

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Address \_\_\_\_\_

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