



Eastern  
International  
College

**Attendance Remediation Form**

Student \_\_\_\_\_  
Date/s of Absence \_\_\_\_\_

Instructor \_\_\_\_\_  
Number of Hours Missed \_\_\_\_\_

**To be completed by the instructor**

I recommend \_\_\_\_\_ (Student's name) attend the Attendance Remediation Program (ARP). I have explained the conditions and procedures of the ARP to \_\_\_\_\_ (Student's name)

Instructor's Signature \_\_\_\_\_

\*Attach a separate sheet (or use the back of this sheet) to describe the student's assignment. Submit to the Dean the copy of a quiz, exam or homework to be completed by the student during remediation. If the Dean is not available, the completed form and attachments may be given to the Registrar.

**To be completed by the student**

I have read and understood the Attendance Remediation Program (ARP). I will attend the remediation program and I understand the assignment I need to complete during remediation.

Student's name (Print) \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

**Dean's/Registrar's Note**

Date and time of remediation \_\_\_\_\_

Dean's Signature \_\_\_\_\_ or Registrar \_\_\_\_\_