Waseda University Senior High School

3-31-1 Kamishakujii, Nerima-ku, Tokyo 177-0044, Japan

TEL +81-3-5991-4210 FAX +81-3-5991-4110

Attendance Report Form

Applicant’s Name (Family Name / Given Name)

Applicant’s Date of Birth (Day / month / year)

1．Is the applicant a graduate or still attending your school ?

 □ a graduate / □ still attending 　 [Please check One ]

2．Period of attendance at your school : year and months.

 From to

 (Month / year) (Month / year)

3．Record of Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| Year/Grade | No. of daysof classes | No. of daysabsent | Reason(s) |
| 6 / 5 |  |  |  |
| 7 / 6 |  |  |  |
| 8 / 7 |  |  |  |
| 9 / 8 |  |  |  |
| 10 / 9 |  |  |  |

\* Should the above format be unfeasible, please attach a copy of your school’s official attendance record. In such a case,

Please be sure to include the following items:

1) the number of times the applicant has been absent for each subject

2) the total number of classes for each subject

3) the reason(s) for being absent

Signature : Date : (Day / month / year)

Name of School :

Address of School :