Teachers Service Commission

Teacher Lesson Attendance Register (TLAR)

	Monday Tues				esday	sday			Wednesday				Thursday					Fr	Friday				
Lesson	Teacher	Time In	Time Out	Assg	Lesson	Teacher	Time In	Time Out	Assg	Lesson	Teacher	Time In	Time Out	Assg	Lesson	Teacher	Time In	Time Out	Assg	Lesson	Teacher	Time In	Time Out
(Class/Grad	e Secretary	y/Monito	or		ent (the (Signa	iture							-					

TSC/QAS/TPAD/TLAR/01/REV.2

	Monday		Tuesday		Wedne	esday	Thursday			Friday
	Teacher Absent	Reason	Teacher Absent	Reason	Teacher Absent	Reason	Teacher Absent	Reason	Teacher Absent	Reason
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
Total										

Weekly	Ana	lvsis:
TTCCKIY	Alla	ıysıs.

Total Number of Teachers; Absent	Absent with Permission	Absent without Permission	Lessons taught	Lesson not Taught
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Notes

- i. This form should be completed by the class secretary/monitor with the knowledge of the teachers.
- ii. The form should be surrendered to the Deputy Head of Institution to analyse and complete the section above on weekly basis.
- iii. The class teacher to fill in the tool for lower primary but the Deputy Head of Institution to verify.
- iv. The Deputy Head of Institution should then submit the teacher lesson attendance analysis on a weekly basis (every Monday).
- v. After taking the necessary action the Head of Institution should file all the forms so that they are available when needed.

Submitted by Deputy Head sign:	Name	TSC No	Date	
Confirmed by Head of the institution sign:	Name	TSC No	Date	