**西安财经大学信息学院学生课堂考勤记录表**

班级： 班级人数： — 学年第 学期 第 周

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 时间 | 星期一 | | | | 星期二 | | | | 星期三 | | | | 星期四 | | | | 星期五 | | | |
| 1-2节 | 3-4节 | 5-6节 | 7-8节 | 1-2节 | 3-4节 | 5-6节 | 7-8节 | 1-2节 | 3-4节 | 5-6节 | 7-8节 | 1-2节 | 3-4节 | 5-6节 | 7-8节 | 1-2节 | 3-4节 | 5-6节 | 7-8节 |
| 教室 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 课程名称 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 应到人数 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 实到人数 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 迟到 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 请假 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 旷课 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 任课教师签字 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

说明：1、班干部每堂都必须做好记录迟到、旷课、请假必须列举学生姓名，后附请假条或证明，并由任课老师签名认可，不得任何人代替签名。

2、上课包括上机、实验、实习等所有教学活动。要求考勤班干部每周到铺导员处交回记录表，并领取下一周记录表。

信息学院制