



--- MEIJI UNIVERSITY ---

Attendance Record Sheet (ARS)

Your attendance (出席) for each lesson is important!

Whatever the case, if you are enrolled in this class, you **MUST** complete and submit an ARS **each week**, for example, if you ... attended a Zoom lesson with your teacher **OR**
... watched an on demand video for that week's lesson **OR**
... completed a class assignment for that week's lesson.

Email your ARS with all class assignments for the week (if you have any) in just **ONE EMAIL** on lesson day after class has finished but before midnight that day.

This ARS = your attendance grade and it is also part of your participation grade. Use either the .docx version or the .pdf version of ARS. ARS information sent by text in an email is possible (but for special cases only). Please remember to **RENAME** your ARS file appropriately. Example:

コンピューター上のファイル名の例: Taro Tanaka Tuesday 2 June 24 ARS

Spaces [1] – [5] are **required**. Spaces [6] – [9] are not required (but they give important feedback to your teacher). Write as much as you want to in each space. Thank you! ☺

Name (in Romaji):	[1] →
Student Number:	[2] →
Class Day + Period (ex: Tuesday 2)	[3] →
Today's Lesson Day (ex: June 24)	[4] →
What did you do in today's lesson (what was the topic)? Please summarize.	[5] →
Lesson impressions (ex: what was fun or difficult, what did you like or dislike):	[6] →
Questions for your teacher:	[7] →
Comments for your teacher:	[8] →
Open share space (ex: share new vocabulary learned, share what percent of the lesson you understood):	[9] →