Weekly Attendance Report

Student Name: _____ Coach Name: _____

Week Starting: _____

Required Hours

Grade Level	Hours Per Week	Hours Per Day
Grades 7-8	30 Hours a Week	6 Hours a Day
Grades 9-12	25 Hours a Week	5 Hours a Day

Recording Hours

Record EVERY hour that you work while you are at school, **including** time spent in your course. Send this form to LAVA weekly (by Monday morning).

Day	Course	Time Started	Time Ended

Sending Attendance to LAVA

E-mail this form to lavaattendance@leonagroup.com by Monday of the next week.