

National Center for Geographic Information & Analysis  
Attendance Report for Research Foundation Graduate Students

Name \_\_\_\_\_ SS# \_\_\_\_\_ Month/Year \_\_\_\_/\_\_\_\_

Average hours worked per week this month: \_\_\_\_\_

I confirm that I was present and performed my work obligations as required throughout the month.	I confirm that I have first-hand knowledge of all effort performed by the above employee.
_____ signature of employee                      date	_____ signature of supervisor                      date

**PLEASE SUBMIT 1 ATTENDANCE REPORT FOR EACH CALENDAR MONTH.  
EACH REPORT IS DUE BY THE 10<sup>TH</sup> OF THE FOLLOWING MONTH.**

Office Use Only
PTA: _____
Recorded: _____