Music lesson attendance sheet

Studio: _____ Teacher: _____

Month: _____ Lesson length: _____ Rate: _____

STATUS CODES

- **P** Present (billed)
- **L** Late (billed)
- **AN** Absent, notice given (per policy: removed or credited)
- **AX** Absent, no notice (billed, no credit)
- **AM** Absent, make-up credit issued (billed, +1 credit)
- **TC** Teacher cancelled (removed, or billed with +1 credit)
- **MU** Make-up lesson taken (not billed, -1 credit)

DATE	STUDENT	STATUS	NOTICE (hours)	CREDIT +/-	PAID AT LESSON	LESSON NOTES

TOTALS THIS MONTH

Lessons taught: _____ Billed: _____ Credits issued: _____ Credits used: _____

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