



華禾美語村 CiTOP R11 點名缺席貼條 Absent Desk Sign



注意!



如果你看到這張紙在桌上，
代表你早上還沒被點到名。

**請馬上把這張紙條交給營隊老師，
他會帶你去補簽到。**



你很棒，謝謝你的主動和配合！

If you see this paper on your desk,
it means your name is marked **ABSENT**.
Please give this to your teacher **RIGHT AWAY**.
Your teacher will take you to HQ to sign in.



Thank you for being responsible!



Teacher Instruction (Usage Guide):

1. Please **tape this notice** on all empty seats after morning roll call.
2. Move empty seats to the **front area** of the room, it's easier to observe new arrivals.
3. If the student finds this paper on their desk, they must hand it to the teacher.
4. The teacher/CM should then accompany the student to HQ for late sign-in, **ASAP**.



This helps ensure **accurate attendance records**
and prevents miscommunication with the **school office** or parents.