

CLASS ROLL

The roll is a record of your attendance and the attendance of your students. It provides part of the evidence that we have delivered the education and training that we have been funded for. The roll might also be needed for insurance purposes in case of an accident or injury

If you have a student who's not on the roll, they should have a confirmation letter, receipt or late enrolment form. If not, take the student's name, address and daytime phone number, invite them to stay in the class, and ask them to contact the caretaker or the office before the next class either to pay or to confirm that their payment has been received.

At the end of the term, sign and date your roll, hand it to your caretaker or send it to the office. Your final pay may depend on the return of your roll to the College.

THE PARRAMATTA COLLEGE

REPLY PAID 2261

NORTH PARRAMATTA 1750

OR FAX TO 9687 2217

Or email to admin@parramattacollege.com.au