**铜陵中学备课组集中教研活动考勤记录表**

20 ---20 学年第 学期

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **组 别** |  | | **时 间** | |  | | |
| **周 次** |  | | **地 点** | |  | | |
| **活动主题** | **集体备课** | | | **试题研究** | | | |
|  | | | | | | |
| **主备（研）人** |  | | | | | | |
| **应到人数** |  | | **实到人数** | | |  | |
| **迟到人数** | **姓 名** | **缘 由** | | **姓 名** | | | **缘 由** |
|  |  |  | |  | | |  |
|  |  | |  | | |  |
|  |  | |  | | |  |
|  |  | |  | | |  |
| **缺席人数** | **姓 名** | **缘 由** | | **姓 名** | | | **缘 由** |
|  |  |  | |  | | |  |
|  |  | |  | | |  |
|  |  | |  | | |  |
|  |  | |  | | |  |
| **备课组长签字** |  | | | | | | |
| **年级部**  **考勤人签字** |  | | | | | | |

**教研室制定**