MONTHLY ATTENDANCE REPORT

Center: _____ Month / Year: _____

Teachers: _____ Possible Attendance Days in This Month: _____

	Name	Date																														Days	
	Last, First		M	T	W	T		M	T	W	TH		M	T	W	TH		M	T	W	TH		M	T	W	TH		M	T	W	TH	Present	Comments Re: Absences
1			0																													0	
2			0																													0	
3			0																													0	
4			0																													0	
5			0																													0	
6			0																													0	
7			0																													0	
8			0																													0	
9			0																													0	
10			0																													0	
11			0																													0	
12			0																													0	
13			0																													0	
14			0																													0	
15			0																													0	
16			0																													0	
17			0																													0	
18			0																													0	
19			0																													0	
20			0																													0	
21			0																													0	
22			0																													0	
	Totals		0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0	0	

Attendance:	1=Present A=Absent H=Holiday

Codes: S=ill D=doctor or dental appt WF=with family NT=no transportation OT=out of town O=other (see comment box) W=withdrawn FE=family emergency

Follow up on absences is documented in anecdotal records.

Oct 2009