

DAILY ATTENDANCE CHECKSHEET FOR PARENTS

Student Name _____ ID#: _____ GR: _____

Dates: From _____ to _____

Instruction for use:

1. Make copies of this form as needed
2. Student takes this form to every class, everyday and has teacher initial space to verify the student's attendance.
3. At the end of week(s), the student presents the completed form to the Administrator or Attendance Secretary for verification.
4. Administrator or Attendance secretary will verify, sign and date form
5. Keep the completed forms for your records. If the student has not completed form or has any absences noted, the parent should establish consequences for the child at home and also contact the school administrator.

*****Please do not initial if tardy to class.***

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1. _____	1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____	4. _____
5. _____	5. _____	5. _____	5. _____	5. _____
6. _____	6. _____	6. _____	6. _____	6. _____
7. _____	7. _____	7. _____	7. _____	7. _____
8. _____	8. _____	8. _____	8. _____	8. _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1. _____	1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____	4. _____
5. _____	5. _____	5. _____	5. _____	5. _____
6. _____	6. _____	6. _____	6. _____	6. _____
7. _____	7. _____	7. _____	7. _____	7. _____
8. _____	8. _____	8. _____	8. _____	8. _____

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1. _____	1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____	4. _____
5. _____	5. _____	5. _____	5. _____	5. _____
6. _____	6. _____	6. _____	6. _____	6. _____
7. _____	7. _____	7. _____	7. _____	7. _____
8. _____	8. _____	8. _____	8. _____	8. _____

Administrator: _____ Date signed: _____

Attendance Secretary: _____ Date signed: _____