DAILY ATTENDANCE RECORD

(Make all entries in ink.)

1			2					3					4					5					6	7	8	9	10
Teacher Names of pupils	Special education placement	Grade	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Days not enrolled	Days of nonapportionment absence	Days of apportionment absence	Actual attendance	Days of apportionment attendance*
																						Total					

*Column 10 shall include the days of attendance and total of all circled absence entries.

Absence legend		
Unexcused		Non-a.d.a.
Personal reason		
Truancy		
Suspension		
Apportionment absence		A.d.a.
Tardy		

Total enrolled students ______
multiplied by
Days taught ______
equals
Proof factor ______
minus
Days not enrolled ______
equals
Possible attendance ______

Actual attendance ______
divided by
Possible attendance ______
equals
Percent of actual attendance ______

PROOF FOR MONTH: Total number of names times number of days taught shall equal the sum of the totals in columns 6, 7, and 10.

School month ______ Beginning ______ 19______

Ending ______ 19______ Number of days taught ______

CERTIFICATION

To the best of my knowledge and belief this State School Register *page has been kept as required by law and in accordance with the instruction of the Superintendent of Public Instruction.*

[Signed] ______________________
Teacher or authorized employee

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