



East Central Illinois Community Action Agency

MONTHLY ATTENDANCE SHEET

Center: _____ Class: _____ Month: _____

Day:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Name:	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
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Attendance: P=Present; A = Absent (Excused); U = Absent Unexcused; T = Tardy; L =Left Early; E= Tardy & Left Early;
S- Socialization; R- Rescheduled Home-visit; C= Cancelled Home-visit; H= Holiday.

Substantiating Documentation

Head Start Performance Standards and Other Regulations: Performance Standards Section - 1305.8

State Licensing Standards for Day Care Centers: 407.260(d)