DAILY CLASSROOM SIGN-IN/SIGN-OUT ATTENDANCE SHEET

Class:_____   **Date:**_____

00 - Illness, 01 - Appointment, 02 - No transportation, 03 - Vacation, 04 - No Call/No Show, 05 - Other
(teacher must inform Family Advocate of specific reason), 06 - Tardy, 07 - Left Early

CHILD NAME	SIGN-IN TIME/SIGN-IN INITIALS	SIGN-OUT TIME/SIGN-OUT INITIALS	ABSENCE CODE

Directions:

1. Teachers indicate children's first names and last initials.
2. Parents or other responsible adult must sign child in/out each day.
3. At the end of the school day, teachers indicate absence codes in last column.
4. Send a copy to Family Advocates DAILY!
5. Current year and previous year records must be kept in Sign In/Out Binder. Shred logs older than this.