

DOINGWHATWORKS



SAMPLE MATERIAL

Attendance Record Forms

John C. Diehl Elementary School, Pennsylvania

Topic: Increased Learning Time: Beyond the Regular School Day

Practice: Maximize Attendance

This sample attendance form was developed by the CHAMPS after-school program to collect information about out-of-school and school day attendance patterns. If a student attends school but fails to attend the out-of-school program, the program site manager contacts the student's family to make sure there are no personal problems and the parents are aware of the student's absence.

This sample material includes one blank and one filled out *Attendance Record Form*. The form is used to track students' attendance in regular school and the after-school program for up to four weeks in. The top of the spreadsheet summarizes student attendance, enrollment, and termination numbers for the duration of the month.

Out-of-school program and school staff may find this tool useful as they create a system to organize and track after-school attendance.

The School District of the City of Erie, PA

**SITE
CHAMPS
CCLC**

OCTOBER 2009	
# Students at BEGINNING of Month	
# Students ENROLLED	
# Students TERMINATED	
# Students at END of Month	

Total School Days:	22
Total CHAMPS DAYS:	14
Total Expected DAYS:	14

KEY: CHAMPS		SCHOOL	
Present	1	Absent whole day	1
Present in other program	P	Present	Blank
Absent (also from school)	A	Suspended from school (Bolted)	1
Excused (random)	E		
Excused (on-going)	X		
Unexcused	U	First Day	1 (BOLDED)
Suspended from Program	S	Terminated	T (BOLDED)
Suspended from School	E (BOLDED)		

Top Line: SCHOOL ATTENDANCE
Bottom Line: CHAMPS ATTENDANCE

	NAME: Last, First	Grade	Week 1			HOURS	Week 2					HOURS	Week 3					HOURS	Week 4					HOURS	Week 5					HOURS	TOTAL	Sc. Susp.
			1	2			5	6	7	8	9			12	13	14	15		16		19	20	21		22	23		26	27			
1					0					0					0						0						0	0				
2					0					0					0						0						0	0				
3					0					0					0						0						0	0				
4					0					0					0						0						0	0				
5					0					0					0						0						0	0				
6					0					0					0						0						0	0				
7					0					0					0						0						0	0				
8					0					0					0						0						0	0				
9					0					0					0						0						0	0				
10					0					0					0						0						0	0				

11					0					0					0					0	0
12					0					0					0					0	0
13					0					0					0					0	0
14					0					0					0					0	0
15					0					0					0					0	0
16					0					0					0					0	0
17					0					0					0					0	0
18					0					0					0					0	0
19					0					0					0					0	0
20					0					0					0					0	0
21					0					0					0					0	0
22					0					0					0					0	0
23					0					0					0					0	0
24					0					0					0					0	0
25					0					0					0					0	0
26					0					0					0					0	0
27					0					0					0					0	0
28					0					0					0					0	0

48					0					0					0					0					0	0	
					0					0					0						0					0	0
49					0					0					0						0					0	0
					0					0					0						0					0	0
50					0					0					0						0					0	0
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					0					0					0						0					0	0
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24	8						0				3	3	3	9				3	U	3	6				3	A	3	3	9				3	U	3	P	0			24
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26	7				0					0					0					0	0							
					0		P	P	3	3		P	3	3	6		3	3	3	3	12	3	3	3	P	0	21	
27	7				0					0					0					0					9	9		
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							0						0						0													12	12		
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