

UMCHS EHS Classroom Attendance Record

Classroom

Month/Year:

CFA/Teacher:

B/ ST	Date	M					T					W					Th					F					Excused/ Unexcused	Attended/ Possible	%							
		M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F										
	Child's Name																																			
	Infant less than 12 months																																			
	1																																			
	2																																			
	3																																			
	4																																			
	5																																			
	6																																			
	7																																			
	8																																			
	Totals:																																			
	Breakfast/Snack	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
	Lunch																																			
	Children 12 months and over																																			
	10																																			
	11																																			
	12																																			
	13																																			
	14																																			
	15																																			
	16																																			
	17																																			
	18																																			
	19																																			
	Totals:																																			
	CLASSROOM GRAND TOTAL																																			
	Breakfast/Snack	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
	Lunch																																			
	Others: Breakfast/Snack	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
	Others: Lunch																																			

Reviews by:

ABSENTEE TRACKING CODES

X=Un-excused (no reason given by parent, reason unacceptable)
 NS = No School for the Program
 F = Family Situation (family emergency/crises, family vacation, etc)
 I = Illness (Ie., Cold, Allergies, Asthma, Flu)
 H = Hospitalized
 EX = Exclusionary (Ie., Scabies, Chicken Pox, Measles, Strep Throat, Head Lice)
 NA = Full Day parent has no work or school and not expected to attend on these days. To be used sparingly.

E = Enrolled
 T = Transfer
 W = Withdraw
 D = Death in the Family
 IW = Inclement Weather (Ie., center is open but parent unable to get to center due to weather)
 TR = Head Start Transport Issue/Problem
 M = Medical/Dental appointment (not expected to attend)

Date	Time	Child	Reason for Absence/Meal Documentation	Date	Time	Child	Reason for Absence/Meal Documentation