

MASTER ATTENDANCE FORM - 2016-2017

DIRECTIONS:

Student Name: _____

Mark each date with the appropriate designation.
P or X = Present E = Excused Absence U = Unexcused

Mark each day's attendance on this form. Absence Totals are to be entered in the space provided on the student's quarterly Goal & Evaluation Report.

FIRST QUARTER				SECOND QUARTER			
M	Aug 15	Sept 12	Oct 10	Oct 17	Nov 14	Dec 12	
Tu	16	13	11	18	15	13	
W	17	14	12	19	16	14	
Th	18	15	13	20	17	15	
F	19	16	14	21	18	16	
M	22	19		24	21	19	
Tu	23	20		25	22	20	
W	24	21	Total Absences	26	23	21	
Th	25	22	Excused	27	Thanksgiving HOLIDAY		
F	26	23	Unexcused	28			
M	29	26		31	28	Total Absences	
Tu	30	27		Nov 1	29	Excused	
W	31	28		2	30	Unexcused	
Th	Sept 1	29		3	Dec 1		
F	2	30		4	2		
M	Labor Day	Oct 3		7	5	CHRISTMAS / NEW YEAR VACATION	
Tu	6	4		8	6	Dec 22 - Jan 2	
W	7	5		9	7		
Th	8	6		10	8		
F	9	7		11	9		

This Master Attendance Form is NOT to be returned to HCS until the end of the school year.

THIRD QUARTER				FOURTH QUARTER			
M	Jan 2	Jan 30	Feb 27	Mar 6	Apr 3	May 1	
Tu	3	31	28	7	4	2	
W	4	Feb 1	Mar 1	8	5	3	
Th	5	2	2	9	6	4	
F	6	3	3	10	7	5	
M	9	6		13	10	8	
Tu	10	7		14	11	9	
W	11	8		15		10	
Th	12	9	Total Absences	16	EASTER Break	11	
F	13	10	Excused	17			12
			Unexcused				
M	Lee/Jackson Day	13		20	17	Total Absences	
Tu	17	14		21	18	Excused	
W	18	15		22	19	Unexcused	
Th	19	16		23	20		
F	20	17		24	21		
M	23	Presidents Day		27	24		
Tu	24	21		28	25		
W	25	22		29	26		
Th	26	23		30	27		
F	27	24		31	28		