

MASTER ATTENDANCE FORM - 2017-2018

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

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

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