

MASTER ATTENDANCE FORM - 2018-2019

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

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

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