

MASTER ATTENDANCE FORM - 2020-2021

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

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

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