

MASTER ATTENDANCE FORM - 2021-2022

Student Name: _____

DIRECTIONS:

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

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

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