

MASTER ATTENDANCE SHEET - 2025-2026

Student Name: _____ Mark each date with the appropriate designation. P or X = Present E = Excused Absence U = Unexcused	DIRECTIONS: 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.
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FIRST QUARTER				SECOND QUARTER			
M		Sept 8	Oct 6	Oct 20	Nov 17	Dec 15	
Tu		9	7	21	18	16	
W	Aug 13	10	8	22	19	17	
Th	14	11	9	23	20	18	
F	15	12	10	24	21	19	
M	18	15	Columbus Day	27	24	22	
Tu	19	16	Oct 14	28	25	23	
W	20	17	15	29	26	CHRISTMAS HOLIDAY	
Th	21	18	16	30	Thanksgiving HOLIDAY		
F	22	19	17	31			
M	25	22		Nov 3	Dec 1		
Tu	26	23		4	2	Total Absences	
W	27	24		5	3	Excused	
Th	28	25		6	4	Unexcused	
F	29	26	Total Absences	7	5		
			Excused				
			Unexcused				
M	Labor Day	29		10	Dec 8		
Tu	Sept 2	30		Veterans Day	9		
W	3	Oct 1		12	10		
Th	4	2		13	11		
F	5	3		14	12		

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

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

Commencement: SATURDAY, 1116 May 2026 (location to be determined)