

TERM ATTENDANCE CHART (TERM 1, 2010)



STEP 1: MONTHLY ATTENDANCE

NAME:	JAN	FEB	MAR	APR

Record the number of days your student attended out of the total number of school days possible in the month.

STEP 2: DAILY ATTENDANCE A

NAME:	27/1-29/1	1/2-5/2	8/2-12/2	15/2-19/2

1) Leave blank if in attendance, 2) Mark "A" if absent, 3) Mark "R" if at Residential Day, 4) Please note your reason for absence(s).

STEP 2: DAILY ATTENDANCE B

NAME:	22/2-26/2	1/3-5/3	8/3-12/3	15/3-19/3	22/3-26/3	29/3-1/4

1) Leave blank if in attendance, 2) Mark "A" if absent, 3) Mark "R" if at Residential Day, 4) Please note your reason for absence(s).

STEP 3: ABSENCES

REASON FOR ABSENCE:

Please include the student name and the nature of the absence.

STEP 4: AUTHORISATION

Please complete all steps before returning to the school office at the end of the school term. We recommend that you keep a copy of this form for your records. You can also record this information directly via our website.

I confirm that this is a true and accurate representation of student attendance during the school term.

ONSITE SUPERVISOR NAME:

SIGNATURE:

DATE: