

# TERM ATTENDANCE CHART (TERM 2, 2010)



## STEP 1: MONTHLY ATTENDANCE

NAME:	APR	MAY	JUN	JUL

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:	19/4-23/4	26/4-30/4	3/5-7/5	10/5-14/5

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:	17/5-21/5	24/5-28/5	31/5-4/6	7/6-11/6	14/6-18/6	21/6-25/6

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: