

# TERM ATTENDANCE CHART (TERM 3, 2010)



## STEP 1: MONTHLY ATTENDANCE

NAME:	JUL	AUG	SEP	OCT

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:	19/7-23/7	26/7-30/7	2/8-6/8	9/8-13/8

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:	16/8-20/8	23/8-27/8	30/8-3/9	6/9-10/9	13/9-17/9	20/9-24/9

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:**