

TERM ATTENDANCE CHART (TERM 4, 2010)



STEP 1: MONTHLY ATTENDANCE

NAME:	OCT	NOV	DEC

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:	11/10-15/10	18/10-22/10	25/10-29/10	1/1-5/11

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:	8/11-12/11	15/11-19/11	22/11-26/11	29/11-3/12

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: