UMCHS EHS Classroom Attendance Record **Center:** **Month/Year:** **CFA/Teacher:**

B/ ST	Date / Child's Name	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	Excused/ Unexcused		Attended/ Possible		%
	Infant less than 12 months																														
	1																														
	2																														
	3																														
	4																														
	5																														
	6																														
	7																														
	8																														
	9																														
	Breakfast/Snack																														
	Lunch																														
	Children 12 months and over																														
	10																														
	11																														
	12																														
	13																														
	14																														
	15																														
	16																														
	17																														
	18																														
	19																														
	Totals:																														
	Daily %																														
	Breakfast/Snack																														
	Lunch																														
	Others: Breakfast/Snack																														
	Others: Lunch																														
	# of Parent Volunteers																														

Reviews by:

Date:

Bus Arrival Time: _____ Bus Departure Time: _____ No Transportation Provided: ☐

ABSENTEE TRACKING CODES

X = Un-excused
NS = No School for the Program
F = Family Situation
I = Illness (Ie., Cold, Allergies, Asthma, Flu)
H = Hospitalized
EX = Exclusionary (Ie., Scabies, Chicken Pox, Measles, Strep Throat, Head Lice)
NA = Full Day Parent Has No Work or School and Not Expected to Attend on These Days

E = Enrolled
T = Transfer
W = Withdraw
D = Death in the Family
IW = Inclement Weather
TR = Head Start Transport Issue/Problem

DETAILED REASONS FOR ABSENCES AND EXPLANATIONS OF MEALS

Date	Time	Child	Readon for Absence/Meal Documentation	Date	Time	Child	Readon for Absence/Meal Documentation