Diocese of Springfield in Illinois

ATTENDANCE SHEET

2023-2024

School:	City:
Student:	Grade:
Last Name First Name	
Signature of Teacher 1st Semester:	
Signature of Teacher 2nd Semester:	

1st Quarter
Ending Date _____

Days Present_____
Days Absent _____
Times Tardy _____

2nd Quarter
Ending Date_____

Days Present_____
Days Absent _____
Times Tardy _____

3rd Quarter
Ending Date_____

Days Present_____
Days Absent _____
Times Tardy _____

4th Quarter
Ending Date_____

Days Present_____
Days Absent _____
Times Tardy _____

Yearly Record

Days Present_____
Days Absent _____
Total Days minimum 176
_____
or 880 hours

Times Tardy _____

Aug-23					Sep-23					Oct-23				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4					1	2	3	4	5	6
7	8	9	10	11	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	18	19	20	21	22	23	24	25	26	27
28	29	30	31		25	26	27	28	29	30	31			

Nov-23					Dec-23					Jan-24				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3					1	1	2	3	4	5
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26
27	28	29	30		25	26	27	28	29	29	30	31		

Feb-24					Mar-24					Apr-24				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2					1	1	2	3	4	5
5	6	7	8	9	4	5	6	7	8	8	9	10	11	12
12	13	14	15	16	11	12	13	14	15	15	16	17	18	19
19	20	21	22	23	18	19	20	21	22	22	23	24	25	26
26	27	28	29		25	26	27	28	29	29	30			

May-24					Jun-24				
M	T	W	T	F	M	T	W	T	F
		1	2	3	3	4	5	6	7
6	7	8	9	10	10	11	12	13	14
13	14	15	16	17	17	18	19	20	21
20	21	22	23	24	24	25	26	27	28
27	28	29	30	31					

Symbols

E -Entered	Absent (day) _____
W-Withdrew	Absent (am) _____
C – Closing	Absent (pm) _____
H - Holiday	Tardy (am) _____
I – Institute	Tardy (pm) _____
Is – In-Service	

(Rev. 5/23)