

Daycare Attendance Sheet

Printable fixed-layout template - complete in ink and attach required official records.

Month and classroom

Month, year, provider or classroom _____

Codes

☐ P Present

☐ L Late

☐ C Program closed

☐ A Absent

☐ E Excused

Monthly attendance grid

Roster and daily status

Child	1-7	8-14	15-21	22-31	Total

Review

Notes and corrections

Staff initials and completion date _____

Date _____