

Att. Form 1

DAILY ATTENDANCE REPORT
Poston II School

Teacher: _____ Rm. No. _____ Date: _____

Per.	Grade	Names of Absentees	No. Days Absence	Reason	Names of Tardies
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Enrolled: _____ Absent: _____ Present: _____ Tardy: _____

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Instructions: Prepare this report for period 1 immediately after school begins in the morning. It will be collected by the office clerk within 10 minutes after school begins. After a summary has been made, this Daily Attendance Report will be returned for use during periods 2-7. It will then be collected during period 7 and checked against the Daily Attendance Summary.

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