

# DOINGWHATWORKS



SAMPLE MATERIAL

## Attendance Record Forms

John C. Diehl Elementary School, Pennsylvania

**Topic:** Increased Learning Time: Beyond the Regular School Day

**Practice:** Maximize Attendance

This sample attendance form was developed by the CHAMPS after-school program to collect information about out-of-school and school day attendance patterns. If a student attends school but fails to attend the out-of-school program, the program site manager contacts the student's family to make sure there are no personal problems and the parents are aware of the student's absence.

This sample material includes one blank and one filled out *Attendance Record Form*. The form is used to track students' attendance in regular school and the after-school program for up to four weeks in. The top of the spreadsheet summarizes student attendance, enrollment, and termination numbers for the duration of the month.

Out-of-school program and school staff may find this tool useful as they create a system to organize and track after-school attendance.

**SITE  
CHAMPS  
CCLC**

### # Students at END of Month

<b>Total School Days:</b>	<b>22</b>
<b>Total CHAMPS DAYS:</b>	<b>14</b>
<b>Total Expected DAYS:</b>	<b>14</b>

<u>KEY: CHAMPS</u>		<u>SCHOOL</u>	
Present	1	Absent whole day	1
Present in other program	P	Present	Blank
Absent (also from school)	A	Suspended from school (Bolted)	1
Excused (random)	E		
Excused (on-going)	X		
Unexcused	U	First Day	1 (BOLDED)
Suspended from Program	S	Terminated	T (BOLDED)
Suspended from School	E (BOLDED)		

**Bottom Line: CHAMPS ATTENDANCE**

[illegible]

					0					0					0					0					0	0	
11					0					0					0					0					0	0	
					0					0					0					0					0	0	
12					0					0					0					0					0	0	
					0					0					0					0					0	0	
13					0					0					0					0					0	0	
					0					0					0					0					0	0	
14					0					0					0					0					0	0	
					0					0					0					0					0	0	
15					0					0					0					0					0	0	
					0					0					0					0					0	0	
16					0					0					0					0					0	0	
					0					0					0					0					0	0	
17					0					0					0					0					0	0	
					0					0					0					0					0	0	
18					0					0					0					0					0	0	
					0					0					0					0					0	0	
19					0					0					0					0					0	0	
					0					0					0					0					0	0	
20					0					0					0					0					0	0	
					0					0					0					0					0	0	
21					0					0					0					0					0	0	
					0					0					0					0					0	0	
22					0					0					0					0					0	0	
					0					0					0					0					0	0	
23					0					0					0					0					0	0	
					0					0					0					0					0	0	
24					0					0					0					0					0	0	
					0					0					0					0					0	0	
25					0					0					0					0					0	0	
					0					0					0					0					0	0	
26					0					0					0					0					0	0	
					0					0					0					0					0	0	
27					0					0					0					0					0	0	
					0					0					0					0					0	0	
28					0					0					0					0					0	0	
					0					0					0					0					0	0	

29						0					0					0					0					0	0	
						0					0					0					0					0	0	
30						0					0					0					0					0	0	
						0					0					0					0					0	0	
31						0					0					0					0					0	0	
						0					0					0					0					0	0	
32						0					0					0					0					0	0	
						0					0					0					0					0	0	
33						0					0					0					0					0	0	
						0					0					0					0					0	0	
34						0					0					0					0					0	0	
						0					0					0					0					0	0	
35						0					0					0					0					0	0	
						0					0					0					0					0	0	
36						0					0					0					0					0	0	
						0					0					0					0					0	0	
37						0					0					0					0					0	0	
						0					0					0					0					0	0	
38						0					0					0					0					0	0	
						0					0					0					0					0	0	
39						0					0					0					0					0	0	
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41						0					0					0					0					0	0	
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43						0					0					0					0					0	0	
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44						0					0					0					0					0	0	
						0					0					0					0					0	0	
45						0					0					0					0					0	0	
						0					0					0					0					0	0	
46						0					0					0					0					0	0	
						0					0					0					0					0	0	
47						0					0					0					0					0	0	

48						0					0					0					0					0	0	
						0					0					0					0					0	0	
49						0					0					0					0					0	0	
						0					0					0					0					0	0	
50						0					0					0					0					0	0	
						0					0					0					0					0	0	
51						0					0					0					0					0	0	
						0					0					0					0					0	0	
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						0					0					0					0					0	0	
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58						0					0					0					0					0	0	
						0					0					0					0					0	0	
59						0					0					0					0					0	0	
						0					0					0					0					0	0	
60						0					0					0					0					0	0	
						0					0					0					0					0	0	
61						0					0					0					0					0	0	
						0					0					0					0					0	0	
62						0					0					0					0					0	0	
						0					0					0					0					0	0	
63						0					0					0					0					0	0	
						0					0					0					0					0	0	
64						0					0					0					0					0	0	
						0					0					0					0					0	0	
65						0					0					0					0					0	0	

TOTAL Students Per Day	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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**WILSON  
CHAMPS  
ESW**

KEY: CHAMPS		SCHOOL	
Present	3	Absent whole day	1
Partial Presence (round)	2	Present	Blank
Present in other program	P	Suspended from	
Absent (also from school)	A	school (Bolded)	1
Excused (random)	E		
Excused (on-going)	X	First Day	1 (BOLDED)
Unexcused	U	Terminated	T (BOLDED)
Suspended from Program	S		
Suspended from School	E (BOLDED)		

<b>Total School Days:</b>	<b>22</b>
<b>Total CHAMPS DAYS:</b>	<b>14</b>
<b>Total Expected HOURS:</b>	<b>42</b>

**Top Line: SCHOOL ATTENDANCE**  
**Bottom Line: CHAMPS ATTENDANCE**

NAME: Last, First	Grade	Week 1					HOUR	Week 2					HOUR	Week 3					HOUR	Week 4					HOUR	Week 5					HOUR	TOTAL	Sc. Sd.
					1	2			5	6	7	8		9		12	13	14		15	16		19	20		21	22	23		26			
1	7						0						0						0						0						0	0	
							0		E	3	E		3		3	3	3		9	3	S	S	T		3						0	15	
2	6						0						0						0						0						0	0	
							0		3	3	3		9		3	3	3		9	U	3	3	3		9	3	U	3	U		0	27	
3	6						0						0						0						0						6	6	
							0		3	3	3		9		3	3	3		9	3	3	3	3		12	3	3	3	3		0	30	
4	7						0						0						0						0						12	12	
							0		P	P	3		3		P	P	P		0	3	3	3	3		12	3	3	3	P		0	15	
5	7						0						0						0						0						9	9	
							0		3	3	3		9		3	3	3		9	3	3	3	3		12	3	3	3	3		0	30	
6	6						0				1		1				1		1						0						12	14	
							0		3	3	A		6		3	3	A		6	3	3	3	3		12	3	3	3	3		0	24	
						0			1			1				1		2	1	1	1	1		4						12	19		

7		6						0			3	A	3		6			3	A	A		3		A	A	A	A		0		3	3	3	3		0	9	
		8						0							0							0		1	1	1			3						12	15		
8		8						0			3	3	3		9			3	3	3		9		3	E	E	E		3		3	3	3	3		0	21	
		8						0							0							0		1					1						12	13		
9		8						0			3	3	3		9			3	3	3		9		A	3	3	3		9		3	3	3	3		0	27	
		6						0							0							0							0						12	12		
10		6						0			3	3	3		9			3	3	3		9		3	3	3	3		12		3	3	3	3		0	30	
		8						0			3	3	3		9							0							0						12	12		
11		8						0			3	3	3		9			U	3	3		6		3	3	3	3		12		3	3	3	U		0	27	
		6						0							0							0							0						9	9		
12		6						0			3	3	3		9			3	3	3		9		3	3	3	3		12		3	3	E	3		0	30	
		7						0							0							0							0						9	9		
13		7						0			3	3	3		9			3	3	3		9		3	3	3	3		12		3	3	3	3		0	30	
		8						0							0							0							0						##	####		
14		8						0			3	3	3		9			3	3	3		9		3	3	3	3		12		3	3	3	3		0	30	
		6						0				1	1		2							0							0						12	14		
15		6						0			3	A	A		3			3	3	3		9		3	3	3	3		12		3	3	3	3		0	24	
		8						0				1			1							0							0						##	####		
16		8						0			3	A	3		6			3	3	3		9		3	3	3	3		12		3	3	3	3		0	27	
		6						0							0			1				1							0						12	13		
17		6						0			U	3	3		6			A	3	3		6		3	3	3	U		9		3	3	3	3		0	21	
		7						0			1	1			2			1				1			1				1		1				12	16		
18		7						0			A	A	3		3			A	3	3		6		3	A	U	3		6		A	3	3	3		1	16	
		7						0							0							0							0						12	12		
19		7						0			P	P	3		3			P	P	P		0		3	3	3	3		12		3	3	3	3		0	15	
		7						0							0							0							0					1		9	9	
20		7						0			P	P	3		3			P	3	P		3		3	3	U	3		9		3	3	3	A		1	16	
		6						0							0							0							0						9	9		
21		6						0			3	3	U		6			U	3	3		6		3	3	3	3		12		U	U	3	U		0	24	
		7						0							0							0							0						3	3		
22		7						0			3	3	3		9			3	3	3		9		3	3	3	3		12		3	3	3	3		0	30	
		8						0							0							0		1					1						12	13		
23		8						0			3	3	3		9			3	U	3		6		3	A	3	3		9		3	U	3	P		0	24	
		7						0							0							0							0				1		6	6		
24		7						0			P	P	3		3			P	P	P		0		3	3	3	3		12		3	3	A	P		1	16	
		6						0							0							0							0						6	6		
25		6						0			U	3	U		3			T				0							0						0	3		

26		7						0						0						0						0						0	0		
								0		P	P	3		3		P	3	3		6		3	3	3	3		12		3	3	3	P		0	21
27		7						0						0						0						0						9	9		
								0		3	3	3		9		3	3	3		9		3	3	3	3		12		3	3	3	P		0	30
28		7						0						0						0						0						9	9		
								0		3	3	3		9		3	3	3		9		3	S	S	S		3		S	S	3	3		0	21
29		8						0						0						0						0						##	####		
								0		3	3	3		9		3	U	3		6		E	E	A	3		3		3	3	3	3		0	18
30		7						0						0						0						0							12	12	
								0		3	3	3		9		3	3	3		9		3	3	3	3		12		3	3	3	3		0	30
31		8						0						0						0		1	1				2						12	14	
								0		3	3	3		9		3	3	3		9		A	A	3	3		6		3	3	3	3		0	24
32		6						0						0			1			1						0							12	13	
								0		3	U	3		6		3	A	3		6		3	3	3	3		12		3	3	3	3		0	24
33		7						0						0						0						0							12	12	
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34		7						0						0						0						0							12	12	
								0		P	P	3		3		3	P	3		6		3	3	3	3		12		3	3	3	P		0	21
35		7						0			1			1						0						0							9	10	
								0		3	A	3		6		U	U	3		3		3	3	3	3		12		U	3	3	3		0	21
36		7						0						0						0						0							9	9	
								0		3	3	3		9		3	3	3		9		3	3	3	3		12		3	3	3	3		0	30
37		8						0						0						0						0							12	12	
								0		3	3	3		9		3	3	3		9		3	3	3	3		12		3	3	3	3		0	30
38		7						0			1			1						0				1			1						12	14	
								0		3	A	3		6		3	3	3		9		3	3	A	3		9		3	3	3	3		0	24
39		7						0						0						0						0							1	12	
								0		U	U	U		0		3	3	3		9		U	3	3	3		9		3	A	3	3		1	19
40		7						0			1	1		2			1			1						0							9	12	
								0		A	A	3		3		3	A	T		3						0							0	6	
41		7						0						0			1			1						0							0	1	
								0		3	3	3		9		3	A	3		6		3	3	3	3		12		3	3	3	E		0	27
42		7						0						0		1				1						0							9	10	
								0		3	3	3		9		A	3	U		3		3	3	3	3		12		3	3	3	E		0	24
43		7						0						0				1		1						0							9	10	
								0		3	3	3		9		3	E	A		3		3	3	3	3		12		3	3	E	3		0	24
								0						0						0						0							9	9	



44		6						0			3	3	3		9			3	3	3		9		3	3	3	3		12		3	3	3	3		0	30		
								0					1		1							0			1					1					12	14			
45		7						0			3	3	A		6			3	U	3		6		3	A	3	3		9		3	3	3	3		0	21		
								0							0							0								0					12	12			
46		6						0			3	3	3		9			3	3	3		9		3	3	3	3		12		3	3	3	3		0	30		
								0							0							0								0					12	12			
47		7						0			3	3	3		9			3	3	3		9		3	3	3	3		12		3	3	3	3		0	30		
								0							0							0								0					12	12			
48		7						0			3	3	3		9			3	3	3		9		3	3	3	3		12		3	3	3	3		0	30		
								0							0							0								0					12	12			
49		8						0			3	3	3		9			3	3	3		9		3	3	3	E		9		3	3	3	3		0	27		
								0							0							0								0					12	12			
50		7						0			3	3	3		9			3	3	3		9		3	3	3	3		12		3	3	3	3		0	30		
								0							0							0								0					12	12			
51		8						0			3	3	3		9			3	3	3		9		3	3	3	3		12		3	3	3	3		0	30		
								0							0							0								0					12	12			
52		7						0			A	3	A		3			A	A	E		0		3	3	3	3		12		3	T			0	15			
								0							0							0								0					3	3			
53		8						0			3	3	3		9			3	3	3		9		3	3	3	3		12		3	3	3	3		0	30		
								0					1		1							0								0					12	14			
54		7						0			3	A	A		3			3	P	P		3		3	3	3	3		12		3	3	3	P		0	18		
								0							0							0								0					9	9			
55		6						0			3	3	U		6			3	3	E		6		3	3	U	U		6		3	3	3	T		0	18		
								0							0							0			1	1	1	1		4				1	1		9	13	
56		7						0			3	3	3		9			3	3	3		9		E	E	E	A		0		3	3	E	E		2	20		
								0							0				1				1							0					6	7			
57		7						0			3	3	3		9			A	E	3		3		3	3	3	3		12		3	3	3	T		0	24		
								0							0							0								0					9	9			
58		6						0			3	3	3		9			3	3	3		9		3	3	3	3		12		3	U	3	E		0	30		
								0							0							0								0					6	6			
59		6						0			3	3	3		9			U	3	E		3		3	3	3	3		12		3	U	U	3		0	24		
								0							0				1				1							0					6	7			
60		6						0			3	3	U		6			E	3	3		6		3	3	3	3		12		3	U	U	U		0	24		
								0							0							0			1					1					3	4			
61		6						0							0			1	3	3		7		A	3	3	3		9		3	3	3	3		0	16		
								0							0							0								0					12	12			
62		7						0							0			1	3	3		7		3	3	3	3		12		3	3	3	3		0	19		

[illegible]

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