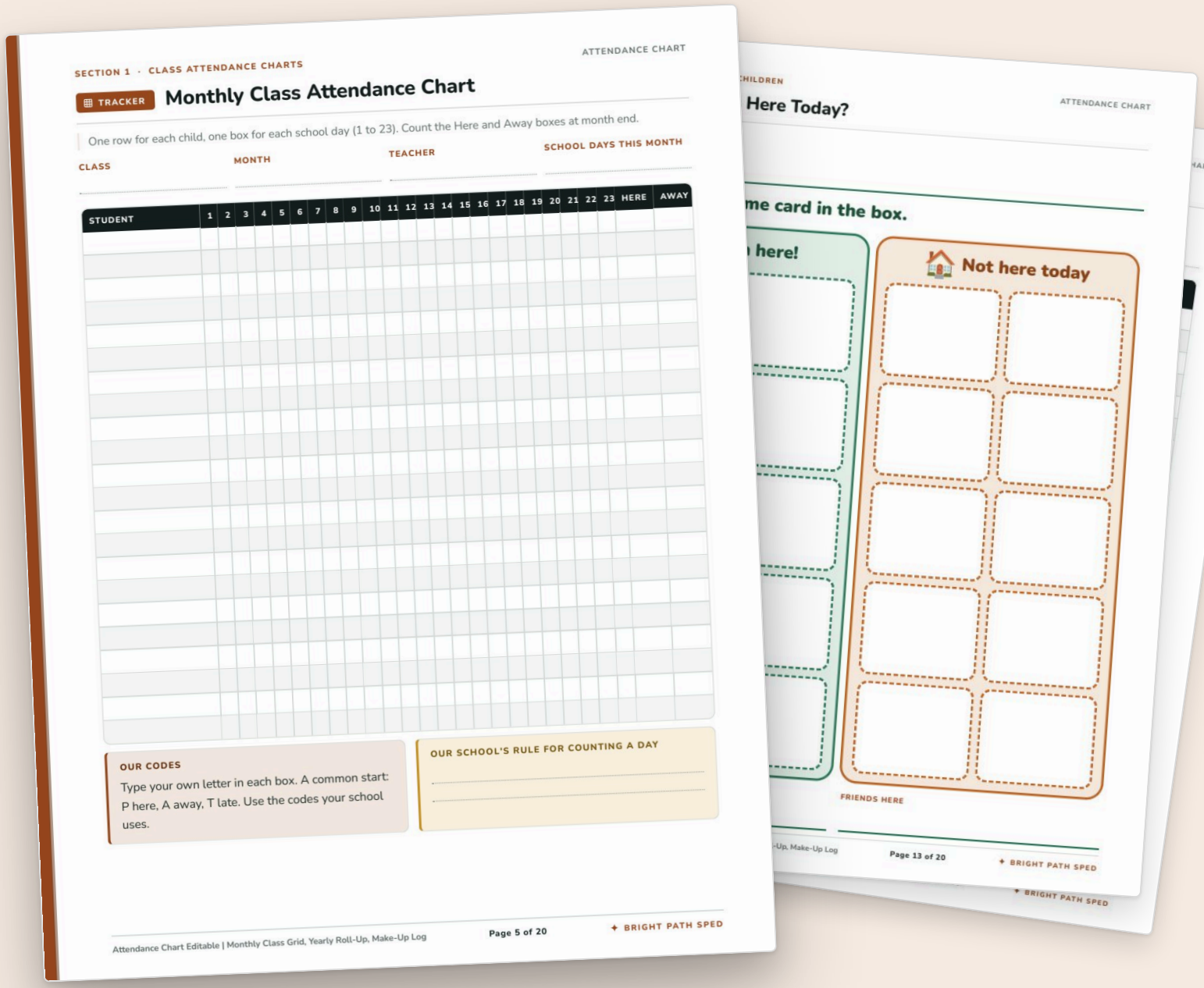
CLASSROOM ROUTINES · GRADES K–8

EDITABLE

Attendance Chart



20 PAGES | MONTHLY GRID | NAME CARDS | FILLABLE PDF

✦ BRIGHT PATH SPED

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What Is Inside, and Where

20 pages of class charts, a yearly roll-up, make-up work, kid pages and a binder set.

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WHICH PAGE, WHEN

Marking the month: page 5. A single week: page 6, then counting on page 7. Late or early: page 8. Year: page 9. Work to make up: page 10. Families: page 11. Children's pages: 12, 13, 14, 15 and 16. Only the name cards (page 12) and the tabs (page 19) are cut.

☆ START HERE Start Here — Three Steps

Type the class list once, mark the days, and attendance has a place to live.

1

Set up the chart

Open the file in Adobe Acrobat Reader (free) or Preview on a Mac — not a browser tab, which may fill fields and then not save them.

Type your class list once on page 5 (a month) or page 6 (a week) and Save As.

2

Mark it each day

Mark one box a child a day. Count across on page 6, then add each day on the tally, page 7.

Late and early arrivals go on page 8. Work to make up goes on page 10.

3

Let the children in on it

Print the name cards (page 12) and the mat (page 13) so children check themselves in.

Children color the stars (page 14) and the bar chart (page 15). Month by month, fill the yearly roll-up on page 9.

WHAT THIS FILE IS

A fillable PDF. The fields are built into the document itself, so it works offline with no account or subscription and looks the same on every machine that opens it.

WHAT THIS FILE IS NOT

It is not a Google Sheets file, a Google Doc, or an Excel workbook, and it does not add up the chart for you. You can type in it and print it; you cannot drag the boxes around or restyle the page.

THE RULE EVERY PAGE FOLLOWS

What counts as a day here, what is excused and what happens next is your school's rule. These pages do not decide it. Your school's rule gets a blank line on pages 5 and 8.

IF SOMETHING DOES NOT WORK

The text disappears when I close it. It was opened in something that fills fields but does not save them. Open it in Acrobat Reader and use Save As.
My printer cuts off the border. Print at 100 percent, not "fit to page."
Anything else — the **Ask a Question** tab on the product page. Every question is read, and a fix to the file is a free update.

KEEP NAMES PRIVATE

The class pages stay with you. Children's own pages carry only the name the child writes. Post the mat and cards, not the monthly chart.

ALSO IN THE STORE

One student's tardy and absence log for a case manager is the Student Attendance and School Engagement Monitoring Data Sheets. This file is the whole-class chart.

TRACKER

Monthly Class Attendance Chart

One row for each child, one box for each school day (1 to 23). Count the Here and Away boxes at month end.

CLASS _____ MONTH _____ TEACHER _____ SCHOOL DAYS THIS MONTH _____

STUDENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	HERE	AWAY

OUR CODES

Type your own letter in each box. A common start: P here, A away, T late. Use the codes your school uses.

OUR SCHOOL'S RULE FOR COUNTING A DAY

_____

_____

TRACKER

Weekly Attendance Sheet

Type the names once and save. Mark the box each day, then count Days Here across the row.

CLASS _____ WEEK OF _____ TEACHER _____

STUDENT	MON	TUE	WED	THU	FRI	DAYS HERE	NOTES

DATES THIS WEEK

MONDAY IS _____ FRIDAY IS _____

NO SCHOOL THIS WEEK

DAY _____ WHY _____

FOR KIDS

Who Is Here: Name Cards to Cut

Sixteen name cards in one block. Cut on the dashed lines: three cuts down, three across.

 NAME _____	 NAME _____	 NAME _____	 NAME _____
 NAME _____	 NAME _____	 NAME _____	 NAME _____
 NAME _____	 NAME _____	 NAME _____	 NAME _____
 NAME _____	 NAME _____	 NAME _____	 NAME _____

HOW TO USE THE CARDS

Type a name on each card, or write it after printing. Print on cardstock. Cut three lines down and three across. Each child puts their own card on the mat on page 13 when they come in. The cards are also nice for a pocket chart, a row of clips or a magnet board.

OUR CHECK-IN ROUTINE

FOR KIDS

Who Is Here Today?

My name

Put your name card in the box.

I am here!

Not here today

TODAY IS

FRIENDS HERE

EXAMPLE

A Week of Attendance, Filled In

SAMPLE · INVENTED STUDENT

The students are invented, and so is every mark. Every total can be re-added from its own row.

WEEKLY SHEET (PAGE 6) AND TALLY (PAGE 7), SIX INVENTED CHILDREN

STUDENT	MON	TUE	WED	THU	FRI	DAYS HERE
Ben	A	P	P	P	P	4
Ana	P	P	A	P	P	4
Omar	P	A	P	T	P	4
Lily	P	P	P	P	P	5
Sam	A	P	P	A	P	3
Jada	P	P	P	P	A	4

COUNT OF	MON	TUE	WED	THU	FRI	WEEK TOTAL
Here	4	5	5	5	5	24
Away	2	1	1	1	1	6

P here, A away, T late (counts as here). Row totals: 4 + 4 + 4 + 5 + 3 + 4 = **24**. Days added down: 4 + 5 + 5 + 5 + 5 = **24**. Away: 2 + 1 + 1 + 1 + 1 = **6**, and 24 + 6 = 30 days possible (6 children × 5 days). 24 ÷ 30 = **80%** here. One child was late on Thursday.

YEARLY ROLL-UP (PAGE 9), THREE INVENTED MONTHS

MONTH	SCHOOL DAYS	CHILDREN	DAYS POSSIBLE	DAYS HERE	DAYS AWAY	HERE ÷ POSSIBLE
September	20	24	480	456	24	95.0%
October	21	24	504	480	24	95.2%
November	18	24	432	410	22	94.9%

September: 20 × 24 = 480; 456 ÷ 480 = 95.0%. October: 21 × 24 = 504; 480 ÷ 504 = 95.2%. November: 18 × 24 = 432; 410 ÷ 432 = 94.9%. Whole period: 59 days; 480 + 504 + 432 = **1416** possible; 456 + 480 + 410 = **1346** here; 1346 ÷ 1416 = **95.1%**.

MAKE-UP LOG (PAGE 10), ONE INVENTED ROW

STUDENT	DAY AWAY	WORK SENT HOME OR SAVED	DATE GIVEN	DATE BACK	DONE
Ben	Mon	Math sheet saved in his folder	Tue	Wed	Yes

YOUR TURN: ONE WEEK, ONE CHILD

STUDENT _____ DAYS HERE _____ NOTES _____