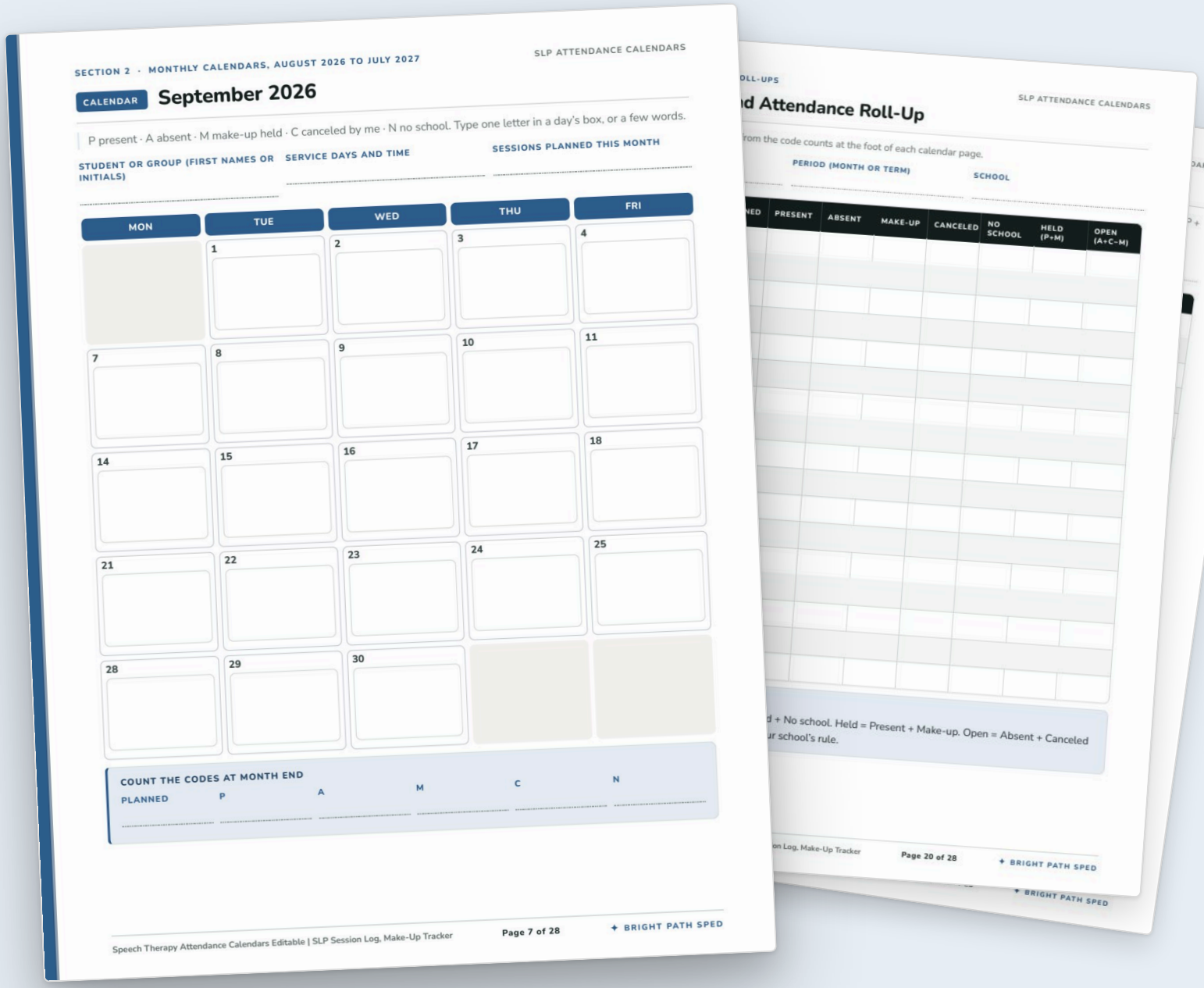
SPEECH-LANGUAGE · 2026–27

EDITABLE

Speech Therapy Attendance Calendars



28 PAGES | 12 MONTH CALENDARS | MAKE-UP TRACKER | FILLABLE PDF

✦ BRIGHT PATH SPED

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28 pages: twelve month calendars, session logs, roll-ups, a make-up tracker and a binder set.

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☆ START HERE Start Here — Three Steps

Set up once, mark each session with one letter, count at month end.

1

Set up the year

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 name, terms and the days your school has no sessions on page 5, then Save As.

2

Mark each session

Copy a month page (6–17) for each student or group. Type one code in each day's box: P, A, M, C or N.

Put the whole week on one sheet (page 18). Keep a line-by-line log on page 19.

3

Count and report

At month end, type the counts under the calendar, then fill the caseload roll-up (page 20) and the year page (21).

Missed sessions go on the make-up tracker (page 22). Notes home and to teachers: pages 23 and 24.

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. Print it and write by hand if you prefer.

WHAT THIS FILE IS NOT

It is not a spreadsheet or an app, and it does not add up the calendar for you. It prints no holiday, break or school date: those come from your school, so each is a blank for you.

THE RULE EVERY PAGE FOLLOWS

How many sessions a student is owed, when a missed one is made up and what a miss means is your school's rule. These pages do not decide it. It gets a blank line on pages 5 and 22.

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

Use first names or initials. A filled calendar is a school record: keep it on a device that locks and follow your school's rules for records.

Save one copy per school year, and a fresh copy for each student or group you want to keep apart.

CALENDAR

September 2026

P present · A absent · M make-up held · C canceled by me · N no school. Type one letter in a day's box, or a few words.

STUDENT OR GROUP (FIRST NAMES OR INITIALS)

SERVICE DAYS AND TIME

SESSIONS PLANNED THIS MONTH

MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

COUNT THE CODES AT MONTH END

PLANNED	P	A	M	C	N

TRACKER

Weekly Caseload Sheet

> The whole caseload on one week. P present · A absent · M make-up held · C canceled by me · N no school. Held = P + M.

SLP _____ WEEK OF _____ ROOM OR BUILDING _____

STUDENT OR GROUP	TIME	MON	TUE	WED	THU	FRI	HELD

WHO IS OUT THIS WEEK, AND WHY (AS THE SCHOOL TOLD YOU)

_____

_____

ROLL-UP

Caseload Attendance Roll-Up

One row for each student, from the code counts at the foot of each calendar page.

SLP _____ PERIOD (MONTH OR TERM) _____ SCHOOL _____

STUDENT	PLANNED	PRESENT	ABSENT	MAKE-UP	CANCELED	NO SCHOOL	HELD (P+M)	OPEN (A+C−M)

HOW THE ROW ADDS UP

Planned = Present + Absent + Canceled + No school. Held = Present + Make-up. Open = Absent + Canceled − Make-up. What counts as owed is your school's rule.

EXAMPLE

A Month of Sessions, Filled In

SAMPLE · INVENTED STUDENT

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

MONTH PAGE (7), ONE INVENTED STUDENT

Maya R. · Tuesdays and Thursdays · September 2026 (invented student)

MON	TUE	WED	THU	FRI
	1 **P**	2	3 **P**	4
7	8 **A**	9	10 **P**	11 **M**
14	15 **P**	16	17 **C**	18
21	22 **P**	23 **M**	24 **N**	25
28	29 **P**	30		

Planned days are the nine Tuesdays and Thursdays: 6 P + 1 A + 1 C + 1 N = **9**. Two make-ups (M) were held on a Friday and a Wednesday. Held = 6 + 2 = **8**. Open = 1 + 1 − 2 = **0**.

CASELOAD ROLL-UP (PAGE 20), THREE INVENTED STUDENTS

STUDENT	PLANNED	PRESENT	ABSENT	MAKE-UP	CANCELED	NO SCHOOL	HELD (P+M)	OPEN (A+C−M)
Maya R.	9	6	1	2	1	1	8	0
Noah T.	9	7	2	1	0	0	8	1
Lena K.	9	7	1	1	0	1	8	0
Total	27	20	4	4	1	2	24	1

Down the columns: 9 + 9 + 9 = **27** planned; 6 + 7 + 7 = **20** present; 1 + 2 + 1 = **4** absent; 2 + 1 + 1 = **4** make-up; 1 + 0 + 0 = **1** canceled; 1 + 0 + 1 = **2** no school. Check: 20 + 4 + 1 + 2 = 27. Held 20 + 4 = **24**; open 4 + 1 − 4 = **1** (Noah).

YOUR TURN: ONE STUDENT, ONE MONTH

STUDENT _____ PLANNED _____ HELD _____

The students and every code on this page are invented; no real caseload is shown.