

# WEEKLY ATTENDANCE PERCENTAGE REPORT

Appendix A

DATE: \_\_\_\_\_ NUMBER OF DAYS IN THE WEEK \_\_\_\_\_

HOMEROOM TEACHER \_\_\_\_\_ ROOM# \_\_\_\_\_

GRADE \_\_\_\_\_ ENROLLMENT \_\_\_\_\_ TOTAL # OF ABSENCES \_\_\_\_\_

Aggregate Enrollment \_\_\_\_\_

Aggregate Attendance \_\_\_\_\_

Attendance % \_\_\_\_\_

# TARDIES \_\_\_\_\_

*\* Special Education bus riders are not counted tardy/absent unless a teacher has checked with the first period teacher to verify that they are not present.*

*\*\*The Main Office will determine Excused vs. Unexcused Tardies*

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# WEEKLY EXCUSED ABSENTEE REPORT

Appendix O

FRIDAY, \_\_\_\_\_ TO THURSDAY, \_\_\_\_\_

*\*DO NOT add students' names to weekly report until after the (3) three-day grace period.*

*\*\*List by student name not by date of absences.*

*\*\*\*List student absent dates separately if different excuse types apply.*

Last Name, First Name

Excuse Type

Dates

_____	Parent <input type="checkbox"/> Official <input type="checkbox"/>	_____
_____	Parent <input type="checkbox"/> Official <input type="checkbox"/>	_____
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