ATTENDANCE RECORD QUESTION REVIEW

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Identify one attendance-record question and its date context.

STEP 2 Reference both records without changing either source.

STEP 3 Record the school reply and whether a further factual check is needed.

STEP 4 Which fact or document still needs checking?

ATTENDANCE RECORD QUESTION REVIEW

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

RECORD OR REVIEW DATE	ATTENDANCE DATE OR QUESTION	PERSON RESPONSIBLE	REVIEW PROGRESS	FAMILY SOURCE, SCHOOL SOURCE AND REPLY

Outstanding question or record to confirm

ATTENDANCE RECORD QUESTION REVIEW

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Identify one attendance-record question and its date context.

Concrete next action	Owner / due

ACTION 2 Reference both records without changing either source.

Concrete next action	Owner / due

ACTION 3 Record the school reply and whether a further factual check is needed.

Concrete next action	Owner / due

IMPORTANT CONTEXT

This organizer does not correct school records, calculate eligibility or determine whether an absence is excused. Confirm the record directly with the school.

- [ ] Source checked
- [ ] Next action assigned