FICTIONAL SAMPLE

School attendance log / filled example

Compare how daily observations, source records and the period total work together.

COMPLETED SAMPLE

Period: Oct 5-9 / Example only

DAY	STATUS	DAY MISSED	MINUTES	REASON / SOURCE	CONTACT / NEXT STEP
MON 5	Present	0	0	School portal	No action
TUE 6	Absent	1	n/a	Illness / parent note	School notified
WED 7	Present	0	0	School portal	No action
THU 8	Late	Not set	25	Bus delay / email	Check school entry
FRI 9	Present	0	0	School portal	No action

Example period calculation: 1 recorded full-day absence out of 5 scheduled school days = 20%.

Do not silently turn the 25-minute tardy into a day fraction; confirm local reporting rules.