GENTLETOOLS / FREE RESOURCE SERIES

EDUCATION / 8 PAGE EDITION

School Attendance and Absence Log PDF

Separate missed school days from late arrivals and other partial-day minutes.

NOT JUST AN EMPTY FORM

Attendance records become more useful when a missed full day, a tardy arrival and an early departure are not mixed together. Dated entries and accurate school-calendar denominators help locate specific discrepancies.

THE FOUR-STEP WORKFLOW

1. **Define what is known**
2. **Track actual events and evidence**
3. **Compare before deciding**
4. **Assign the next concrete action**

- [ ] Separate estimates and verified facts
- [ ] Keep sensitive data secure

No login or email gate. Information you enter stays in the PDF.

SCHOOL ATTENDANCE CHECK

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 Choose the review dates and establish which school days were actually scheduled.

STEP 2 Record full-day absences, tardies and early dismissals separately, with source notes.

STEP 3 Compare the family log with school records by specific date and seek clarification for mismatches.

STEP 4 Which fact or document still needs checking?

SCHOOL ATTENDANCE CHECK

Keep a dated record

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

Reference period

Review date

WEEK / DATE SPAN	SCHEDULED SCHOOL DAYS	MISSED FULL-DAY EQUIVALENTS	TARDIES / DISCREPANCY SOURCE	SOURCE / REFERENCE

Outstanding question or record to confirm

SCHOOL ATTENDANCE CHECK

Keep a dated record

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

Reference period

Review date

WEEK / DATE SPAN	SCHEDULED SCHOOL DAYS	MISSED FULL-DAY EQUIVALENTS	TARDIES / DISCREPANCY SOURCE	SOURCE / REFERENCE

Outstanding question or record to confirm

SCHOOL ATTENDANCE CHECK

Compare with evidence

WHAT THIS DOCUMENT HELPS WITH

Attendance records become more useful when a missed full day, a tardy arrival and an early departure are not mixed together. Dated entries and accurate school-calendar denominators help locate specific discrepancies.

1. Current facts

CURRENT	OPTION	EVIDENCE

2. Alternative course

CURRENT	OPTION	EVIDENCE

3. Uncertain information

CURRENT	OPTION	EVIDENCE

Working conclusion or question

Review by

SCHOOL ATTENDANCE CHECK

Make the next step happen

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

ACTION 1 Choose the review dates and establish which school days were actually scheduled.

Concrete next action	Owner / due

ACTION 2 Record full-day absences, tardies and early dismissals separately, with source notes.

Concrete next action	Owner / due

ACTION 3 Compare the family log with school records by specific date and seek clarification for mismatches.

Concrete next action	Owner / due

IMPORTANT CONTEXT

This is not an official school attendance, truancy or legal determination. Partial-day rules differ and student data should remain private.

- [ ] Source checked
- [ ] Next action assigned

SCHOOL ATTENDANCE CHECK

Review a worked example

FICTIONAL EXAMPLE

Fictional example: six full-day equivalents missed out of forty elapsed school days is 15% as a reference calculation. A 25-minute tardy is recorded separately.

BEFORE YOU RELY ON YOUR RECORDS

- [ ] Facts distinguished from estimates
- [ ] Dates, units and totals checked
- [ ] Source evidence saved separately
- [ ] Private identifiers protected

What will be improved next time?

This is not an official school attendance, truancy or legal determination. Partial-day rules differ and student data should remain private.

SCHOOL ATTENDANCE CHECK

Portal reconciliation

This page is tailored to the topic. Use it to check key items before closing your file.

AREA	FAMILY	SCHOOL
Absence days		
Late arrivals		
Early departures		
Missed minutes		
Open differences		

One additional item to check