DAY-BY-DAY LOG

School attendance record

A factual weekly log of school days, lost time and the source of each entry.

WEEKLY LOG

Week beginning

Child initials

SCHOOL DAY	STATUS	DAY MISSED	MINUTES	REASON / SOURCE	CONTACT / NEXT STEP

Keep school-calendar and attendance-portal source notes.

Status examples: present, absent, late, early pickup, partial. Do not invent missed minutes.

PERIOD SUMMARY

Monthly attendance review

Keep the school-day denominator visible and leave official attendance decisions to the school.

MONTH / PERIOD

Period

School / source

SCHOOL DAYS ELAPSED

FULL-DAY EQUIV. MISSED

RECORDED ABSENCE SHARE

FORMULA

Full-day equivalents missed / scheduled school days elapsed x 100

School record and personal log disagreement / unexplained dates

Reason patterns, partial days and source notes

Questions or agreed follow-up with school

WORKED EXAMPLE AND CHECKS

Use the numbers correctly

A short companion reference for reliable period-based records and better school conversations.

01 / COUNT SCHOOL DAYS

Use the days school was scheduled in your chosen period - not weekends, breaks or calendar days.

02 / ADD DAYS MISSED

Use documented full-day equivalents. Retain known late/early minutes separately if the method is uncertain.

03 / DIVIDE, THEN MULTIPLY

For 40 school days elapsed and 6 days missed: (6 / 40) x 100 = 15%.

04 / KEEP REASONS

Excused absences may count toward the general chronic-absence benchmark, but reasons still matter.

IMPORTANT: AN ARITHMETIC REFERENCE, NOT AN OFFICIAL LABEL

A 10% absence share is a common chronic-absence reference. District reporting, partial-day classification and truancy rules can differ. Confirm your school’s official method.