



ATTENDANCE & SEATING CHART



TEACHER: _____

CLASS: _____

DATE: _____

PERIOD: _____

DAILY ATTENDANCE

No.	STUDENT NAME	ATTENDANCE				
		PRESENT (P)	ABSENT (A)	LATE (L)	EXCUSED (E)	UNEXCUSED (U)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

LEGEND

P = Present **A** = Absent
L = Late
E = Excused **U** = Unexcused

DAILY TOTALS

P	A	L	E	U

TOTAL STUDENTS:

SEATING CHART

TEACHER'S DESK

NOTES

