



MONTHLY ATTENDANCE CHART

for Teachers



Teacher Name : _____

Subject : _____

Class / Grade : _____

Month / Year : _____

S. No.	Student Name	DATE																															Present	Absent	Late	Total
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
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LEGEND

- P** Present
- A** Absent
- L** Late
- Holiday / No Class

MONTHLY SUMMARY

Description	Present	Absent	Late	Total
Total Students				
Total Count				
Percentage (%)				

NOTES / REMARKS

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Teacher Signature : _____

Date : _____

★ **CONSISTENT ATTENDANCE, BETTER LEARNING OUTCOMES.** ★