



MONTHLY ATTENDANCE RECORD

for Teachers



Teacher Name : _____

Subject : _____

Class / Grade : _____

Month : _____ Year : _____

Roll No.	Student Name	DAY OF THE MONTH																															SUMMARY			
		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	P	A	L	%
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ATTENDANCE LEGEND

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

MONTHLY SUMMARY

DESCRIPTION	BOYS	GIRLS	TOTAL
Total Students			
Total Present			
Total Absent			
Total Late			
Attendance Percentage (%)	%	%	%

NOTES / REMARKS

Teacher Signature : _____

Date : _____



Consistent attendance today, successful learning tomorrow.

