

Daily Attendance Record

Room Number/Class				Date:		
Child's Name	Time	Time	Parent Signature	Comments		
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
Note in comments when being transferred to another room.						
Staff Name		In/Out	In/Out	In/Out	In/Out	Initials