

# Weekly Attendance and Meal Count Checklist

*\*Please complete ALL information carefully and correctly\**

- Correct dates need to be written in the space available on the top right of each attendance and meal count worksheet.
- Only circle P if the child was present for the whole class period.
  - If the child was Tardy, circle T and write in arrival time
  - If the child Left Early, circle LE and write in departure time
- Excused (E) absences need to be documented each time with a reason why that child is excused.
- Accurately total your numbers at the bottom and right side of the attendance and meal count worksheets.
  - Have a total for each circled letter
- Please no scribbles--use pencil or White-Out to fix mistakes.
- If a child is Unexcused and the Teacher/Family Service Coordinator gets ahold of the family, it is still to be marked as an Unexcused (U) absence on the attendance worksheet, since the family didn't originally call that child in.
  - The Unexcused (U) absence then needs to be explained on The Weekly Unexcused Absence Log, not on the attendance worksheet, and turned into the Family Service Coordinator in that area at the end of each week.
- Please do not take the original attendance or meal count work sheets out of the Aberdeen Office.
- Once a month has ended and a new month has begun, please print off new attendance and meal count worksheets--do not let a new month overlap with the previous months' attendance and meal counts.