**Instructions for use**

**What is the attendance log?**

The purpose of the attendance log is to document student attendance for each class period and the number of students who participated in each of the lessons. The information gathered will be used to help you document how many students participated in your program and to identify any challenges for program implementation. While you may already take attendance through your school’s attendance program, this can be used for anyone who is interested in taking manual attendance.

**Who should complete the attendance log?**

The facilitator for the lesson should complete the attendance log for each class period.

**How long will it take to complete the attendance log?**

This may vary depending on the number of students for each lesson and class period. However, generally, it should only take a few minutes to complete an attendance log.

**What do I need to complete the attendance log?**

You will need a current list of all students who are enrolled and should be present for each class period. This list will be used to complete the attendance log for the program.

**Attendance Log**

|  |  |
| --- | --- |
| **Curriculum/Program Name:** | |
| **Grade:** | **Period Number:** |
| **Lesson:** | **Date of Lesson:** |
| **School/Site:** | **Facilitator Name:** |

* Please complete this roster at the end of each period.
* Please circle the appropriate box for EACH STUDENT:

**P**=present; **A**=Absent; **W**=Withdrawn from school; **RPL**=Refused to Participate in THIS lesson; **RPA**=Refused to participate in ALL lessons.

| **Student**  **Last Name** | **Student**  **First Name** | **Student Status** | | | | | **Notes/ Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **P** | **A** | **W** | **RPL** | **RPA** |  |
|  |  | **P** | **A** | **W** | **RPL** | **RPA** |  |
|  |  | **P** | **A** | **W** | **RPL** | **RPA** |  |
|  |  | **P** | **A** | **W** | **RPL** | **RPA** |  |
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