

DAILY ATTENDANCE REPORT

DEPARTMENT: _____

DATE: _____

ABSENTEES

NAME	NUMBER OF DAYS ABSENT	CAUSE (SEE CODE)
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		
11. _____		
12. _____		

REMARKS _____

CODE:

- A. AWOL
- B. ILLNESS IN FAMILY - GIVE PARTICULARS IF POSSIBLE
- D. DEATH IN FAMILY - GIVE PARTICULARS IF POSSIBLE
- E. EXCUSED - BY WHOM - REASON
- J. JURY DUTY - HOW LONG

- L. LEAVE OF ABSENCE
- M. MARRIAGE
- O. OTHER CAUSES - EXPLAIN
- P. PERSONAL ILLNESS - STATE NATURE IF POSSIBLE
- S. SCHOOL
- V. VACATION

EXPLANATION OF PREVIOUS UNADVISED CAUSES OF ABSENCE

NAME	WHEN ABSENT	CAUSE

EXPLANATION OF IRREGULAR ABSENCE DURING BUSINESS HOURS

NAME	TIME OUT	TIME IN	DATE	BY WHOM AND WHY EXCUSED

SUBMITTED BY _____