

# Homeschool Student Attendance Record

## Instructions

This attendance record is designed for homeschool families to document daily attendance for each student throughout the academic year. Accurate record-keeping is essential for compliance with state or local homeschooling regulations. Use this form to track attendance, note absences, and record any relevant comments or explanations.

## Student Information

- Student Name:  
• \_\_\_\_\_
- Date of Birth:  
• \_\_\_\_\_
- Grade Level:  
• \_\_\_\_\_
- Academic Year:  
• \_\_\_\_\_
- Parent/Guardian Name:  
• \_\_\_\_\_
- School District (if applicable):  
• \_\_\_\_\_

## Attendance Summary

- Total Number of School Days Required:  
• \_\_\_\_\_
- Total Number of Days Attended:  
• \_\_\_\_\_
- Total Number of Days Absent:  
• \_\_\_\_\_
- Attendance Percentage:  
• \_\_\_\_\_

## Monthly Attendance Log

Month: \_\_\_\_\_

### Week 1

- Day 1: ☐ Present      ☐ Absent
- Day 2: ☐ Present      ☐ Absent

- Day 3: ☐ Present      ☐ Absent
  - Day 4: ☐ Present      ☐ Absent
  - Day 5: ☐ Present      ☐ Absent
  - Notes:
  -
- 

## Week 2

- Day 1: ☐ Present      ☐ Absent
  - Day 2: ☐ Present      ☐ Absent
  - Day 3: ☐ Present      ☐ Absent
  - Day 4: ☐ Present      ☐ Absent
  - Day 5: ☐ Present      ☐ Absent
  - Notes:
  -
- 

## Week 3

- Day 1: ☐ Present      ☐ Absent
  - Day 2: ☐ Present      ☐ Absent
  - Day 3: ☐ Present      ☐ Absent
  - Day 4: ☐ Present      ☐ Absent
  - Day 5: ☐ Present      ☐ Absent
  - Notes:
  -
- 

## Week 4

- Day 1: ☐ Present      ☐ Absent
  - Day 2: ☐ Present      ☐ Absent
  - Day 3: ☐ Present      ☐ Absent
  - Day 4: ☐ Present      ☐ Absent
  - Day 5: ☐ Present      ☐ Absent
  - Notes:
  -
- 

• **Monthly Total Days Attended:**

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• **Monthly Total Days Absent:**

•

## Additional Months

*Repeat the monthly attendance log for each month of the academic year.*

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## Absence Details

- **Date of Absence:**
- \_\_\_\_\_
- **Reason for Absence:**
- \_\_\_\_\_
- **Excused/Unexcused:** ☐ Excused      ☐ Unexcused
- **Make-Up Work Completed:** ☐ Yes      ☐ No
- **Comments:**
- \_\_\_\_\_

*Add additional entries as needed.*

## Year-End Summary

- **Total Days Attended:**
- \_\_\_\_\_
- **Total Days Absent:**
- \_\_\_\_\_
- **Attendance Percentage:**
- \_\_\_\_\_
- **Parent/Guardian Signature:**
- \_\_\_\_\_
- **Date:**
- \_\_\_\_\_

## Notes

- Use this record to document attendance for each student individually.
- Retain completed attendance records as part of your homeschool portfolio for compliance and review purposes.
- Check your state or local requirements for minimum attendance days and reporting procedures.