

Monthly Attendance Record Form Sample

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

No.	Name	Day of the Month																															Total Present	Total Absent	Remarks
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
1	John Doe	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	2				
2	Jane Smith	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	28	3					

Legend: P = Present, A = Absent

The **monthly attendance record form sample** is a practical template designed to accurately track employee or student attendance on a daily basis throughout the month. It helps in maintaining organized records, ensuring punctuality, and simplifying payroll or performance evaluations. Using this form enhances transparency and accountability in attendance monitoring.