

Weekly School Attendance Report

The **weekly school attendance report** provides a detailed overview of student presence and reasons for any absences. It helps educators monitor attendance patterns and address issues promptly. Accurate reporting supports improved student engagement and academic performance.

Reporting Period: June 3, 2024 - June 7, 2024

Prepared by: Attendance Office

| Student Name | Grade | Present Days | Absent Days | Reason(s) for Absence |
|----------------|-------|--------------|-------------|-----------------------|
| Alice Nguyen | 6 | 5 | 0 | - |
| Benjamin Smith | 6 | 4 | 1 | Medical Appointment |
| Carla Johnson | 7 | 3 | 2 | Flu (June 5-6) |
| David Lee | 7 | 5 | 0 | - |
| Emma Patel | 8 | 4 | 1 | Family Emergency |

Notes:

- All absences have been verified by the front office.
- Teachers are advised to follow up with students who missed classes for academic support.