

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.