

# Daily Attendance Record Form - Online Classes

Keep track of student participation efficiently with this **daily attendance record form** tailored for online classes. Designed to simplify attendance monitoring, it ensures accurate documentation of each student's presence every day. Utilize this sample form to enhance classroom management and maintain organized records effortlessly.

**Instructions:** Please check the appropriate box ("Present" or "Absent") for each student. Add comments if needed.

**Date:**

**Class Name:**

Student Name	Present	Absent	Comments
<input type="text" value="Student 1 Name"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value="Enter comments"/>
<input type="text" value="Student 2 Name"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value="Enter comments"/>
<input type="text" value="Student 3 Name"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value="Enter comments"/>
<input type="text" value="Student 4 Name"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value="Enter comments"/>