

Staff Attendance Form

This **printable staff attendance form** sample is designed to help schools efficiently track employee attendance. It provides a clear layout for recording daily staff presence, ensuring accurate record-keeping. Ideal for maintaining organized documentation and enhancing school management.

S/N	Staff Name	Position	Weekday					Remarks
			Mon	Tue	Wed	Thu	Fri	
1								
2								
3								
4								
5								

Legend: P = Present, A = Absent, L = Late, E = Excused

Prepared by: _____

Date: _____