

# School Daily Attendance Record Form Sample

School Name: \_\_\_\_\_

Class/Grade: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

## Attendance Record

No.	Student Name	Present	Absent	Remarks
1	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
2	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
3	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Responsible Staff Member Signature: \_\_\_\_\_

This **school daily attendance record form** sample is designed to efficiently track student presence with space for the date and signature of the responsible staff member. It ensures accurate documentation for each school day, promoting accountability and streamlined record-keeping. Easily customizable, this form helps maintain organized attendance records for academic purposes.