

# Student Daily Attendance Report Format

The **student daily attendance report format** provides a clear and organized way to track each student's presence in class every day. This format helps educators monitor attendance patterns efficiently, ensuring accurate record-keeping and timely follow-ups. Utilizing a structured report enhances communication between teachers, students, and parents regarding attendance status.

Date	Class / Grade	Section	Teacher

Roll No.	Student Name	Status (Present/Absent/Late)	Remarks
1			
2			
3			

**Legend:** Present = P | Absent = A | Late = L

**Teacher's Signature:** \_\_\_\_\_