

# Monthly Attendance Form Sample for School

**Monthly Attendance Form Sample for School** helps track student attendance efficiently, ensuring accurate record-keeping throughout the academic month. It is designed for easy use by teachers and administrative staff to monitor daily presence and absences. Implementing this form promotes organized management of attendance data to support school operations.

**Note:** Mark "P" for Present, "A" for Absent, "L" for Late, "E" for Excused.

| No. | Student Name | Date |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    | Total Present | Total Absent |
|-----|--------------|------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|---------------|--------------|
|     |              | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |               |              |
| 1   | Mary Torres  | P    | P | P | P | A | P | P | P | L | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | 21            | 1            |
| 2   | John Santos  | P    | A | P | P | P | P | P | P | P | P  | P  | P  | L  | P  | P  | P  | P  | P  | P  | A  | P  | P  | 20            | 2            |
| 3   | Fatima Cruz  | P    | P | P | E | P | A | P | P | P | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | P  | 21            | 1            |

Teacher's  
Signature

Principal's  
Signature