

Excel Format Class Attendance Form Sample

This **Excel format class attendance form** sample provides an easy-to-use template for tracking student attendance efficiently. Designed for educators, it allows quick input and automatic calculation of attendance records. The form ensures organized documentation to enhance classroom management and reporting accuracy.

Student Name	Student ID	Dates										Total Present	Total Absent	Remarks
		1	2	3	4	5	6	7	8	9	10			
Alex Johnson	1001	P	P	A	P	P	A	P	P	P	P	8	2	
Sara Lee	1002	P	A	A	P	P	P	P	A	P	P	7	3	
Michael Smith	1003	A	P	P	P	A	P	P	P	A	P	7	3	

Legend: P = Present, A = Absent