Free Downloadable Simple Attendance Form Sample Excel

Download a **free simple attendance form** sample in Excel format, designed for easy tracking of employee or student attendance. This customizable template helps streamline record-keeping and improves organizational efficiency. Perfect for businesses, schools, or personal use.

Features:

- Easy-to-use and editable in Microsoft Excel (.xlsx)
- Tracks daily attendance for any number of individuals
- Space for names, dates, and attendance status (Present, Absent, Late, etc.)
- Printable for manual record-keeping
- Applicable for students, employees, volunteers, and more

Download the Sample

[Click here to download the Simple Attendance Form (Excel)](#)

Preview

Name	Date	Status	Remarks
John Doe	2024-07-01	Present	
Jane Smith	2024-07-01	Absent	Sick
Emily Brown	2024-07-01	Late	Traffic

How to Use

1. Download the Excel template using the link above.
2. Open it in Microsoft Excel or compatible spreadsheet software.
3. Enter names, dates, and mark attendance (Present/Absent/Late).
4. Save and update the file as needed for your organization or classroom.

Note: You can customize columns or add additional categories to suit your requirements.