

# Manual Attendance Sheet Form Sample for Schools

The **manual attendance sheet** form sample for schools is designed to accurately track student attendance on a daily basis. It provides a simple and effective layout for teachers to record present and absent students efficiently. This form ensures organized documentation to support school attendance policies.

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

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

**Teacher:** \_\_\_\_\_

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

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"/>	_____
4	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
5	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
6	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
7	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
8	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
9	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
10	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____