

School Attendance Form — Monthly Tracking

Keep accurate records with this **school attendance form sample** designed for monthly tracking. It allows easy monitoring of student presence and absences, ensuring smooth administrative processes. Ideal for teachers and school staff aiming for efficient attendance management.

Class / Grade: Month:

Student Name	Day of Month																													Total Present	Total Absent	Remarks		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Alice Green																																		
Ben Smith																																		

Instructions:

- Mark **P** for present, **A** for absent in each day's cell.
- Calculate and fill in totals at end of each row. Add remarks if necessary (e.g., excused absence, late arrival).
- Can be printed and filled by hand, or used as a digital template.