Daily Class Attendance Form

This **daily class attendance form** sample provides an easy-to-use template for tracking student presence accurately. Designed for simplicity, it helps educators monitor attendance and maintain organized records efficiently. Ideal for classroom management and daily reporting needs.

Date: [ ]   Class: [e.g. Grade 4A]   Teacher: [Teacher's Name]

#	Student Name	Present	Absent	Remarks
1	Student Name	☐	☐	Remarks
2	Student Name	☐	☐	Remarks
3	Student Name	☐	☐	Remarks
4	Student Name	☐	☐	Remarks
5	Student Name	☐	☐	Remarks

Prepared By: [Name]   Signature: [Signature]