

Monthly Attendance Register Form Sample

The **monthly attendance register form sample** provides a structured template to accurately record daily attendance for employees or students. It simplifies tracking presence, absences, and late arrivals over a month, ensuring efficient management and record-keeping. This form is essential for maintaining organized attendance data with clarity and precision.

Month:  Department/Class:

Prepared By:

Monthly Attendance Register

No.	Name	Day of Month																														Total Present	Total Absent	Total Late	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				
1	Jane Smith	P	P	P	A	P	P	P	L	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P		28	2	1	Good	
2	John Doe	P	L	P	P	A	A	P	P	P	P	L	A	P	P	P	P	L	P	P	P	P	P	P	P	P	P	P	P		26	4	3	Needs improvement	

Legend: P = Present, A = Absent, L = Late