Attendance List

timeplanned

One row per participant, one column per session. Tick, excuse or leave blank.

Course / Class: _____ Teacher: _____ Period: _____ Location: _____

No.	Participant	Date __.__.	Date __.__.	Date __.__.	Date __.__.	Date __.__.	Date __.__.	Date __.__.	Date __.__.	Date __.__.	Date __.__.	Date __.__.	Date __.__.	Present	≥ 80 %
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															

✓ present · E excused · – absent without notice

Tip: funded and certified courses usually require about 80 % attendance for a certificate. Count present sessions, divide by the number of sessions held.

timeplanned Free template by Timeplanned. Tired of counting by hand? Timeplanned tracks lessons, attendance and payments for you. 60 days free. timeplanned.com/en