

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.