

**Instructions**

Please fill out the Attendance Record for each child using the Legend Key below. **Attendance** is defined as any day the student attends to school work whether, for example, PACEs (or equivalent workbooks), excursions, or other relevant schooling activity. If in doubt, contact ACHS. **Absence** is any time the student is unable to attend to schooling activities, for example, sickness or being away.

Any **explanatory notes** regarding the student attendance or absence should be written on a separate sheet and attached. Be sure to link each note to the relevant student and appropriate date. Thank you!

**Symbols Key**

✓	Attended
a	Absent
s	Sick
↔	Holidays *

\* Students usually have 11 weeks holiday per year

**Family Details**

Customer Code

Family Name

State

Notes attached

Student Name

S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M
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

Attendance this month: \_\_\_\_\_ days out of \_\_\_\_\_ .

Scripture passage memorised: \_\_\_\_\_

Student Name

S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M
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