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

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>√</td>
<td>Attended</td>
</tr>
<tr>
<td>a</td>
<td>Absent</td>
</tr>
<tr>
<td>s</td>
<td>Sick</td>
</tr>
<tr>
<td>↔</td>
<td>Holidays *</td>
</tr>
</tbody>
</table>

* Students usually have 11 weeks holiday per year

Family Details

Customer Code

Family Name

State

☐ Notes attached

RETURN THIS FORM WITH COMPLETED, SCORED TESTS ON THE FIRST OF NEXT MONTH.
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### Symbols Key

- ✓ **Attended**
- a **Absent**
- s **Sick**
- ↔ **Holidays** *

*Students usually have 11 weeks holiday per year*

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### Family Details

- **Customer Code**
- **Family Name**
- **State**
- ☐ **Notes attached**

### Attendance

|       | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T |
| **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|
| **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|
| **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:** ___________________________

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