

## Shasta Head Start - Offsite Learning Attendance Record

Center: \_\_\_\_\_ Class: \_\_\_\_\_ Attendance for: \_\_\_\_\_ - \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Teaching staff will record if a contact was made for each day Monday – Friday. If contact was made record Yes and type of contact under the day of the week the contact was made with the family. If no contact was made, then record no under each day no contact was made.

Teaching staff will record the attendance for the week under the Weekly Attendance column. The options are as follows:

1. If contact was made with family, document “Present Offsite” under Weekly Attendance column.
2. If contact was not made, document E = Excused Absence or U = Unexcused absence. Under Weekly Attendance column.
3. If E or U, also document the reason for absence (See CP Attendance Entry Instructions)

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Attendance
Name:	Contact Made/Type	Contact Made/Type	Contact Made/Type	Contact Made/Type	Contact Made/Type	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
						Entered & Submitted by: