

ATTENDANCE FORM
School Year 2011 - 2012 HOME INSTRUCTION SCHOOLS

Student's Name _____
Last First

Teacher's Name (Print) _____

List of Teacher's Absences:

Student I.D. # _____ H.I.Code _____ DOB _____ Boro _____

****NOTE: EACH BOX MUST HAVE AN ENTRY****

FOR EACH DAY STUDENT WAS TAUGHT, ENTER THE NUMBER OF HOURS THAT YOU WORKED WITH THE STUDENT IN THE APPROPRIATE BOX.

ENTER "R" IN THE APPROPRIATE BOXES WHEN THE STUDENT WAS NOT SCHEDULED OR THE TEACHER WAS UNAVAILABLE FOR INSTRUCTION.

ENTER "A" IN THE APPROPRIATE BOXES ONLY IF STUDENT WAS ABSENT OR UNABLE TO TAKE INSTRUCTION ON A SCHEDULED DAY.

2011-2012	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
Sept									8	9	12	13	14	15	16	19	20	21	22	23	26	27	28		
Oct	3	4	5	6	7		11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
Nov		1	2	3	4	7		9	10		14	15	16	17	18	21	22	23			28	29	30		
Dec				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23					
Jan		3	4	5	6	9	10	11	12	13		17	18	19	20	23	24	25	26	27	30	31			
Feb			1	2	3	6	7	8	9	10	13	14	15	16	17						27	28	29		
March				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
April	2	3	4	5							16	17	18	19	20	23	24	25	26	27	30				
May		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25		29	30	31	
June					1	4	5	6		8	11	12	13	14	15	18	19	20	21	22	25	26	27		

I hereby certify that the information indicated herein is accurate.

Teacher's Signature _____ Date _____ Teacher's Class # _____ MONTHLY TOTAL OF INSTRUCTIONAL HOURS _____