

DAILY ATTENDANCE/ ARRIVAL & DEPARTURE RECORD

591-1-1-.08(o-p) Attendance & Arrival/ Departure Records: A child's daily attendance and arrival and departure records for the twelve (12) preceding months must be maintained.

Facility name: _____ Classroom / Ages served: _____ DATE: _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Staff Name:</td> <td style="width: 15%;">Sign-in</td> <td style="width: 15%;">Sign-out</td> <td style="width: 15%;">Sign-in</td> <td style="width: 15%;">Sign-out</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>	Staff Name:	Sign-in	Sign-out	Sign-in	Sign-out	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Staff Name:	Sign-in	Sign-out	Sign-in	Sign-out																	
_____	_____	_____	_____	_____																	
_____	_____	_____	_____	_____																	
_____	_____	_____	_____	_____																	

Child's Name	Age	Arrival Time	Parent/Guardian Signature	Departure Time	Parent/Guardian Signature	Notes on daily attendance:
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Total						

KEY: X-Absent/ T-Transition to another Room (attendance in other room must be recorded on the record for that room)