

DAILY ATTENDANCE

DATE
DEPARTMENT / CLASS
SUPERVISOR

#	NAME	TIME IN	TIME OUT	STATUS	NOTES / SIGNATURE
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					

#	NAME	TIME IN	TIME OUT	STATUS	NOTES / SIGNATURE
16					
17					
18					
19					
20					

Total Present: _____ Total Absent: _____ Authorized Signature: _____