

T & T Tutor World, Inc.
ATTENDANCE RECORD

Center/ Home Name _____ Month: _____ Year: _____

Dear provider, it is required that you maintain a daily attendance record. You must record ALL children in your home/center regardless if they participate on the food program.

	Name	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
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E: Enter D: Dropped A: Absent P: Present

Points to remember about attendance records:

1. First and last names of participants must be listed in alphabetical order.
2. Names must agree with the names listed on enrollment records.
3. Center must mark the child's attendance and absences for each operating day. The same method must be used throughout the center.

Provider signature: _____ Date: _____