

Student Attendance Confirmation Tracker (Weekly)

School: _____ Homeroom/Class: _____ Week of: _____

Verify student presence at key transition points throughout the day. Record only the number of students present and the time of verification. Do not record student names or other personally identifiable information (PII). If a discrepancy is identified, reconfirm the count and notify the office/principal immediately if it cannot be explained. Submit completed forms to the office weekly. Consider any applicable student safety plans, including plans related to elopement risk, when conducting attendance confirmation and supervision checks.

Monday Count:		Tuesday Count:		Wednesday Count:		Thursday Count:		Friday Count:	
Time	Count	Time	Count	Time	Count	Time	Count	Time	Count

Notes impacting count:

--	--	--	--	--

Ensure that student presence is intentionally verified at key points throughout the day, including:

- at the beginning of each instructional period except when full attendance is completed for Safe Arrival;
- following recesses;
- following transitions between learning spaces;
- following planned activities outside the classroom; and
- following unplanned changes in location or learning environment.

Date received by office: _____