

Student Name: _____ Student Identification #: _____

Telephone: (____) _____ Dept.: _____ Hire Date: _____

Days Due:

Vacation Days

Sick Days:

Personal Leave

ABSENCE CODES

A – Accident

BD – Birthday

D – Discipline

DF – Death In Family

FH – Floating Holiday

FI – Family Illness

FM – Family-Medical Leave

H – Holiday

JD – Jury Duty

LW – Lack of Work

LA – Leave of Absence

M – Military

P – Personal

PH – Partial Hours Worked

R – Recognition

S – Sick

T – Tardy

TR – Transportation

UN – Unexcused

V – Vacation

W – Weather

January

S	M	T	W	T	F	S	Total
						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						
Total Days With Codes							

February

S	M	T	W	T	F	S	Total
		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						
Total Days With Codes							

March

S	M	T	W	T	F	S	Total
		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			
Total Days With Codes							

April

S	M	T	W	T	F	S	Total
					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	
Total Days With Codes							

May

S	M	T	W	T	F	S	Total
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					
Total Days With Codes							

June

S	M	T	W	T	F	S	Total
			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			
Total Days With Codes							

July

S	M	T	W	T	F	S	Total
					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							
Total Days With Codes							

August

S	M	T	W	T	F	S	Total
	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				
Total Days With Codes							

September

S	M	T	W	T	F	S	Total
				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		
Total Days With Codes							

October

S	M	T	W	T	F	S	Total
						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						
Total Days With Codes							

November

S	M	T	W	T	F	S	Total
		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				
Total Days With Codes							

December

S	M	T	W	T	F	S	Total
				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	
Total Days With Codes							

ABSENCE INFORMATION LOG

Name _____ Student # _____

	Sick Time			Personal Time			Vacation Time			Leave Time		
January												
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
Available in 2004												
Carried From 2003												

Quarterly Absence Log	Record of Attendance Warning/Counseling
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Code	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Annual Total	Date	Verbal	Written	Comments

Any employer/employee communications, formal or informal, should be noted on this form. Be sure to include dates and quotes from any such meeting. A record of ongoing communications with an employee is required by current law. Be sure to file this Attendance Recorder in your employee's Confidential History Folder at the end of the year

Notes: