

Attendance Report Form for the week of _____						
Name of Absentee	Date(s) of Absence and Reason					Symbols for Reporting
	Mon.	Tue.	Wed.	Thurs.	Fri.	
						Reason
						V Vacation Day
						P Personal Day
						S Sick Day
						FH Floating Holiday
						DF..... Death In Family
						FI Family Illness
						SH Scheduled Holiday
						O Other
						<input style="width: 20px; height: 15px; border: 1px solid black;" type="checkbox"/> 1/4 Day
						<input style="width: 20px; height: 15px; border: 1px solid black; background: linear-gradient(to top right, transparent 49%, black 49%, black 51%, transparent 51%);" type="checkbox"/> 1/2 Day
						<input style="width: 20px; height: 15px; border: 1px solid black;" type="checkbox"/> 1 Day
						<i>*When "O" is used as a reason, please describe on reverse side of this form.</i>

Appropriate Administrator

Date