



**AHAYAH ACADEMY LEARNING CENTER
DAILY ATTENDANCE/ ARRIVAL & DEPARTURE
RECORD**

591-1-1-.08(o-p) Attendance & Arrival/ Departure Records: A child's daily attendance and arrival and departure records for the twelve (12) preceding months must be maintained.

Facility name: Ahayah Academy Learning Center Classroom/Ages served: _____ Date: _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Staff Name:</td> <td style="width: 15%;">Sign in</td> <td style="width: 15%;">Sign out</td> <td style="width: 15%;">Sign in</td> <td style="width: 15%;">Sign Out</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>	Staff Name:	Sign in	Sign out	Sign in	Sign Out	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Staff Name:	Sign in	Sign out	Sign in	Sign Out																	
_____	_____	_____	_____	_____																	
_____	_____	_____	_____	_____																	
_____	_____	_____	_____	_____																	

Child's Name	Birthdate	Age	Arrival Time	Parent/Guardian Signature	Departure Time	Parent/Guardian Signature	Notes on daily attendance:
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
Total							

KEY: X-Absent / T-Transition to another Room (attendance in other room must be recorded on the record for that room)