HOW TO USE THIS TEMPLATE

WHERE DO I START?

There are a few steps you need to take before you can begin tracking student attendance:

1. **Add your students:** On the **Student List** sheet, enter each student's information, such as guardian names and contact data. The Student ID is an important entry as it provides a unique identifier for each student and is utilized throughout the workbook for the various Student ID drop down lists to facilitate data entry. The information entered on the Student List is used on other sheets as well, such as the Student Attendance Report and the monthly attendance records.

2. **Change the school calendar year:** On the **August** sheet for attendance, click the spinner control at the top right edge of the header to update the school calendar year. This change will update the header on all monthly attendance records throughout this workbook. (Note that the spinner button will not print.)

3. ***(Optional)* Modify the colors throughout the workbook:** First navigate to the last sheet, **Student Attendance Report,** and on the **Review** tab, in the **Changes** group, click **Unprotect Sheet**. Then, on the **Page Layout** tab, in the **Themes** group, click **Colors** and select another theme color set from the color gallery. After you've made your color changes, and any other theme changes, return to the **Student Attendance Report** sheet and on the **Review** tab, in the **Changes** group, click **Protect Sheet**, and then click **OK.**

   Tip: Create a custom theme color set to match your school colors! To do so, on the **Page Layout** tab, in the **Themes** group, click **Colors** and then, near the bottom of the color gallery, click **Create New Theme Colors**. For more how to create a custom color set, view the following Help topic:
   Customize a document theme.

I'VE ADDED MY STUDENTS, WHAT DO I DO NEXT?

After your students have been entered on the Student List sheet you can begin tracking their attendance for the school year using these steps:

1. To add a student to an attendance record, click in a cell below the **Student ID** column and select a ID from the list. The student's name will automatically display after an ID is selected.

   Tip: Save data entry steps! After your students are added for one month, select the entered Student IDs, copy them, and then paste them in the **Student ID** column for the remaning months.

2. Then enter their attendance record for each day of the month using the attendance types provided in the Color Key. Student attendance is automatically calculated by attendance type for each student in the Totals column. Total absences for each day are automatically calculated at the bottom of the table in the Total row.

HOW DO I ADD MORE STUDENTS TO A MONTHLY ATTENDANCE RECORD?

The monthly attendance record sheets and the Student List are Excel tables. To add new rows to any Excel table, do one of the following:

- If the table does not have a Total row, start typing below the table and it will automatically expand when you press the Enter or Tab key.
- Place your cell pointer in the last cell above the Total row, such as the Days Absent cell for the last student, and then press the Tab key.
- Right-click in the table and on the pop up menu, point to **Insert,** and then click **Table Rows Above** or **Table Rows Below**.
- In the bottom right corner of the table, place your mouse on the table sizing handle and drag down to increase the number of available table rows.

CAN I VIEW A STUDENT'S ATTENDANCE FOR THE ENTIRE SCHOOL YEAR?

The last sheet in this workbook, Student Attendance Report, tracks year to date attendance. To view a report for a specific student, click in the cell below **Student ID** and then select an ID from the drop down list. Information you previously entered on the Student List sheet for the selected student will automatically display. Note that the first time you use the Student Attendance Report, you need to enter School, Grade, Teacher, and Room. These pieces of information will not change if you select another student.

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STUDENT LIST

Student ID	Student First Name	Student Last Name	Gender	Birth Date	Parent or Guardian 1	Parent/Guardian 1 Relationship
S001	David	Alexander	M	3/28/97	Michelle	Alexander
S002	Student	2				
S003	Student	3				
S004	Student	4				
S005	Student	5				

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STUDENT LIST

Student ID	Student First Name	Parent/Guardian 1 Work Number	Parent/Guardian 1 Home Number	Parent/Guardian 2	Parent/Guardian 2 Relationship	Parent/Guardian 2 Work Number
S001	David	(123) 555-0134	(234) 555-0134	Michael Alexander	Father	(123) 555-0134
S002	Student					
S003	Student					
S004	Student					
S005	Student					

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STUDENT LIST

Student ID	Student First Name	Parent/Guardian 2 Home Number	Emergency Contact	Emergency Contact Relationship	Emergency Contact Work Number
S001	David	(234) 555-0134	Reed Koch	Grandfather	(789) 555-0189
S002	Student				
S003	Student				
S004	Student				
S005	Student				

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STUDENT LIST

Student ID	Student First Name	Emergency Contact Home Number	Student Full Name
S001	David	(789) 555-0134	David Alexander
S002	Student		Student 2
S003	Student		Student 3
S004	Student		Student 4
S005	Student		Student 5

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STUDENT ATTENDANCE RECORD

School Year Start: 2012

COLOR KEY: T Tardy | E Excused | U Unexcused | P Present | N No School

Aug-12		Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Totals				
Student ID	Student 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	T	E	U	P	Days Absent
S001	David Alexander	P	P	T	T	P	N	N	P	P	E	P	P	N	N	P	P	P	P	P	N	N	P	P	P	P	P	N	N	P	P	P	2	1		20	1
S002	Student 2	P	U	P	P	P	N	N	P	E	E	E	E	N	N	P	P	P	P	P	N	N	P	P	P	T	T	N	N	P	P	P	2	4	1	16	5
S003	Student 3	P	E	P	P	P	N	N	P	P	U	P	P	N	N	P	P	P	P	P	N	N	P	P	E	E	P	N	N	P	P	P		3	1	19	4
S004	Student 4	P	P	P	P	P	N	N	P	P	P	P	P	N	N	P	P	P	P	P	N	N	P	U	P	P	E	N	N	P	E	P		2	1	20	3
S005	Student 5	P	P	P	P	P	N	N	P	P	P	P	P	N	N	P	P	P	P	P	N	N	P	P	P	P	P	N	N	P	P	P				23	
	Total days absent		2							1	3	1	1											1	1	1	1				1		4	10	3	98	13

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STUDENT ATTENDANCE RECORD

School Year Start: 2012

COLOR KEY T Tardy E Excused U Unexcused P Present N No School

Sep-12		Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun		Totals				
Student ID	Student 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		T	E	U	P	Days Absent
	Total days absent																																				

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STUDENT ATTENDANCE RECORD

School Year Start: 2012

COLOR KEY T Tardy E Excused U Unexcused P Present N No School

Oct-12		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Totals				
Student ID	Student 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	T	E	U	P	Days Absent
	Total days absent																																				

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STUDENT ATTENDANCE RECORD

School Year Start: 2012

COLOR KEY T Tardy E Excused U Unexcused P Present N No School

Nov-12		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		Totals				
Student ID	Student 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		T	E	U	P	Days Absent
	Total days absent																																				

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STUDENT ATTENDANCE RECORD

School Year Start: 2012

COLOR KEY T Tardy E Excused U Unexcused P Present N No School

Dec-12		Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Totals				
Student ID	Student 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	T	E	U	P	Days Absent
	Total days absent																																				

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STUDENT ATTENDANCE RECORD

School Year Start: 2012

COLOR KEY T Tardy E Excused U Unexcused P Present N No School

Jan-13		Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Totals				
Student ID	Student 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	T	E	U	P	Days Absent
	Total days absent																																				

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STUDENT ATTENDANCE RECORD

School Year Start: 2012

COLOR KEY T Tardy E Excused U Unexcused P Present N No School

Feb-13		Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu				Totals				
Student ID	Student 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				T	E	U	P	Days Absent
	Total days absent																																				

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STUDENT ATTENDANCE RECORD

School Year Start: 2012

COLOR KEY T Tardy E Excused U Unexcused P Present N No School

Mar-13		Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Totals				
Student ID	Student 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	T	E	U	P	Days Absent
	Total days absent																																				

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STUDENT ATTENDANCE RECORD

School Year Start: 2012

COLOR KEY T Tardy E Excused U Unexcused P Present N No School

Apr-13		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue		Totals				
Student ID	Student 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		T	E	U	P	Days Absent
	Total days absent																																				

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STUDENT ATTENDANCE RECORD

School Year Start: 2012

COLOR KEY T Tardy E Excused U Unexcused P Present N No School

May-13		Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Totals				
Student ID	Student 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	T	E	U	P	Days Absent
	Total days absent																																				

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STUDENT ATTENDANCE RECORD

School Year Start: 2012

COLOR KEY T Tardy E Excused U Unexcused P Present N No School

Jun-13		Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun		Totals				
Student ID	Student 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		T	E	U	P	Days Absent
	Total days absent																																				

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STUDENT ATTENDANCE RECORD

School Year Start: 2012

COLOR KEY T Tardy E Excused U Unexcused P Present N No School

Jul-13		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Totals				
Student ID	Student 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	T	E	U	P	Days Absent
	Total days absent																																				

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Attendance Record for David Alexander

Student ID	Student Name	Gender	Birth Date	School	Grade	Teacher	Room
S001	David Alexander	M	3/28/97	School of Fine Art	7	Luca Argentiero	123

Name of Parent or Guardian 1	Relationship	Work Number	Home Number
Michelle	Alexander	(123) 555-0134	(234) 555-0134
Name of Parent or Guardian 2	**Relationship**	**Work Number**	**Home Number**
Michael Alexander	Father	(123) 555-0134	(234) 555-0134
Emergency Contact	**Relationship**	**Work Number**	**Home Number**
Reed Koch	Grandfather	(789) 555-0189	(789) 555-0134

COLOR KEY T Tardy E Excused U Unexcused P Present N No School

Attendance

	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	Attendance Totals T	E	U	P
August	P	P	T	T	P	N	N	P	P	E	P	P	N	N	P	P	P	P	P	N	N	P	P	P	P	P	N	N	P	P	P	2	1		19
September																																			
October																																			
November																																			
December																																			
January																																			
February																																			
March																																			
April																																			
May																																			
June																																			
July																																			
																															Totals	2	1		19

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