

Heart Academy Attendance Records 2009-2010

1. Fill out the form using the codes shown in the Key. Turn in one form per student.
2. If filled out in Word, save and print each quarter. If filled out in pen, make a copy and submit the copy (keep the original).
3. At the end of each quarter you will add the new information to the original and submit the copy, etc.
4. Attendance is due at the end of each quarter (see dates below)

Student Name:	Grade:
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Due on Nov 9, 2009: Attendance for Sep 9th - Nov 6th
Due on Feb 1, 2010: Attendance for Sep 9th - Jan 29th
Due on Apr 12, 2010: Attendance for Sep 9th - Apr 1st
Due on Jun 4, 2010: Attendance for Sep 9th - Jun 4th

Month	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 this month	Total to Date	
September					W	W						W	W						W	W					W	W								
October			W	W						W	W						W	W						W	W						W			
November	W						W	W						W	W						W	W	V	V	V	V	V	W	W					
December					W	W						W	W				V	V	W	W	V	V	V	V	V	W	W	V	V	V	V			
January	V	W	W						W	W						W	W	H					W	W						W	W			
February						W	W						W	W	H						W	W					W	W						
March						W	W						W	W							W	W					W	W						
April		H	W	W	V	V	V	V	V	W	W						W	W						W	W									
May	W	W						W	W						W	W							W	W					W	W	H			
June					W	W																												

Key	
P - Present	H - Holiday
A - Absent	V - Vacation
FT - Field Trip	W - Weekend

Holidays for 2009-2010

November 23-27 Thanksgiving Vacation	April 2 Good Friday
December 17-January 3 Christmas Vacation	April 5-9 Easter vacation
January 18 Martin Luther King Holiday	April 19&21 SAT testing
February 15 Presidents Day Holiday	May 31 Memorial Day