

COUNT DAY ABSENCE FORM

Middle / High School

District:	Building/Program:
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INSTRUCTIONS:

List each pupil absent on the count day. Note the grade of the pupil, check each period that the pupil was absent on the count day, and indicate whether the absence was excused or unexcused. During the count period, indicate the date that the pupil returned to each class period that the pupil was absent from on the count day.

School Year:
Count Day: <input type="checkbox"/> Fall <input type="checkbox"/> Spring

	Name (Last, First, MI)	Grade	Class Period Absent							Type of Absence	Date Returned to Class Period							FTE Membership Reported
			1st	2nd	3rd	4th	5th	6th	7th	(E)xcused or (U)nexcused	1st	2nd	3rd	4th	5th	6th	7th	
	Doe, Jane M.	10th	X	X	X	X	X	X	n/a	E	10/10	10/10	10/11	10/11	10/11	10/12	n/a	1.00
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2.																		
3.																		
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14.																		
15.																		

I certify that this is a true and accurate list of all eligible FTE reported for pupils who were absent on the count day.

Authorized Representative	Title	Date
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