Daily Attendance Checklist

Build a consistent routine for marking attendance and following up on absences.

1. Confirm the academic year, class, section, and attendance date.

2. Check that every student expected in class appears on the register.

3. Mark each student using your school’s approved attendance statuses.

4. Check late arrivals and absences against the school’s process.

5. Review every entry before saving; do not assume an unmarked entry means present.

6. Save the register, confirm the result, and follow up on absences with the responsible school team.