



# Classroom Attendance Tracker

Teachers: Use this Attendance Tracker to help motivate your students to come to school every day.

If possible, include your students in the process of taking attendance, recording the daily attendance numbers and calculating percentage at the end of every month. Children might enjoy having their own copies of the **Classroom Attendance Tracker** to record and compare their attendance rates to the class and school rates.

Report monthly attendance percentage rates on the **Classroom Attendance Tracker** and display it outside your class where other students and teachers can see it. Comparing attendance rates is a fun way to motivate students to come to school every day.

Keep a **Blue Ribbon Folder** in your class where you can collect and store signed **Blue Ribbon Parent Pledge** sheets. You can also keep a copy of your general Attendance Sheet and **Classroom Attendance Tracker** in this folder in case the one on display gets lost or damaged. These records may be used to verify your school's contest entry data. Submit your tally each month to your school administrator so they can keep track of overall performance for your school.

**Monthly Attendance Total = # of students in attendance for all of the days in that month.**

**Monthly Attendance Goal = Perfect Attendance.**

To calculate this goal, add the number of days that school was in session in a particular month and multiply it by the total number of students in the class. *e.g. 30 students x 21 school days in a month = 630*

**% Attendance = Monthly Attendance Total divided by Monthly Attendance Goal**  
*e.g. 619 ÷ 630 = .98 (98%)*

Download a printable PDF of the **Classroom Attendance Tracker**. Visit [scholastic.com/blueribbonattendancechallenge](http://scholastic.com/blueribbonattendancechallenge)

Class Name \_\_\_\_\_

Teacher Name \_\_\_\_\_

# of students in class \_\_\_\_\_

SAMPLE	
Monthly Attendance Goal: 630	
START	
WED SEP 1	30
THU SEP 2	30
FRI SEP 3	29
MON SEP 6	Labor Day
TUE SEP 7	30
WED SEP 8	28
THU SEP 9	29

OCTOBER 2010	
Monthly Attendance Goal:	
START	
FRI OCT 1	
MON OCT 4	
TUE OCT 5	
WED OCT 6	
THU OCT 7	
FRI OCT 8	
MON OCT 11	Columbus Day

NOVEMBER 2010	
Monthly Attendance Goal:	
START	
MON NOV 1	
TUE NOV 2	
WED NOV 3	
THU NOV 4	
FRI NOV 5	
MON NOV 8	
TUE NOV 9	

DECEMBER 2010	
Monthly Attendance Goal:	
START	
WED DEC 1	
THU DEC 2	
FRI DEC 3	
MON DEC 6	
TUE DEC 7	
WED DEC 8	
THU DEC 9	

JANUARY 2011	
Monthly Attendance Goal:	
START	
MON JAN 3	
TUE JAN 4	
WED JAN 5	
THU JAN 6	
FRI JAN 7	
MON JAN 10	
TUE JAN 11	

FEBRUARY 2011	
Monthly Attendance Goal:	
START	
TUE FEB 1	
WED FEB 2	
THU FEB 3	
FRI FEB 4	
MON FEB 7	
TUE FEB 8	
WED FEB 9	

MARCH 2011	
Monthly Attendance Goal:	
START	
TUE MAR 1	
WED MAR 2	
THU MAR 3	
FRI MAR 4	
MON MAR 7	
TUE MAR 8	
WED MAR 9	

FRI	SEP 10	30
MON	SEP 13	30
TUE	SEP 14	30
WED	SEP 15	30
THU	SEP 16	27
FRI	SEP 17	28
MON	SEP 20	30
TUE	SEP 21	30
WED	SEP 22	29
THU	SEP 23	30
FRI	SEP 24	30
MON	SEP 27	30
TUE	SEP 28	30
WED	SEP 29	29
THU	SEP 30	30
<b>FINISH</b>		
Total:	619	
% Attendance:	98%	

TUE	OCT 12	
WED	OCT 13	
THU	OCT 14	
FRI	OCT 15	
MON	OCT 18	
TUE	OCT 19	
WED	OCT 20	
THU	OCT 21	
FRI	OCT 22	
MON	OCT 25	
TUE	OCT 26	
WED	OCT 27	
THU	OCT 28	
FRI	OCT 29	
<b>FINISH</b>		
Total:		
% Attendance:		

WED	NOV 10	
THU	NOV 11	Veterans Day
FRI	NOV 12	
MON	NOV 15	
TUE	NOV 16	
WED	NOV 17	
THU	NOV 18	
FRI	NOV 19	
MON	NOV 22	
TUE	NOV 23	
WED	NOV 24	
THU	NOV 25	
FRI	NOV 26	
MON	NOV 29	
TUE	NOV 30	
<b>FINISH</b>		
Total:		
% Attendance:		

FRI	DEC 10	
MON	DEC 13	
TUE	DEC 14	
WED	DEC 15	
THU	DEC 16	
FRI	DEC 17	
MON	DEC 20	
TUE	DEC 21	
WED	DEC 22	
THU	DEC 23	
FRI	DEC 24	
MON	DEC 27	
TUE	DEC 28	
WED	DEC 29	
THU	DEC 30	
FRI	DEC 31	New Year's Eve
<b>FINISH</b>		
Total:		
% Attendance:		

WED	JAN 12	
THU	JAN 13	
FRI	JAN 14	
MON	JAN 17	MLK Day
TUE	JAN 18	
WED	JAN 19	
THU	JAN 20	
FRI	JAN 21	
MON	JAN 24	
TUE	JAN 25	
WED	JAN 26	
THU	JAN 27	
FRI	JAN 28	
MON	JAN 31	
<b>FINISH</b>		
Total:		
% Attendance:		

THU	FEB 10	
FRI	FEB 11	
MON	FEB 14	
TUE	FEB 15	
WED	FEB 16	
THU	FEB 17	
FRI	FEB 18	
MON	FEB 21	Presidents Day
TUE	FEB 22	
WED	FEB 23	
THU	FEB 24	
FRI	FEB 25	
MON	FEB 28	
<b>FINISH</b>		
Total:		
% Attendance:		

THU	MAR 10	
FRI	MAR 11	
MON	MAR 14	
TUE	MAR 15	
WED	MAR 16	
THU	MAR 17	
FRI	MAR 18	
MON	MAR 21	
TUE	MAR 22	
WED	MAR 23	
THU	MAR 24	
FRI	MAR 25	
MON	MAR 28	
TUE	MAR 29	
WED	MAR 30	
THU	MAR 31	
<b>FINISH</b>		
Total:		
% Attendance:		

LYSOL® Blue Ribbon Attendance Challenge Deadline: April 1, 2011.

Work with your school administrator to get your attendance data submitted by the contest deadline.