



School Attendance Tracker

Administrators: Use this chart to help keep track of your school's attendance.

Weekends are blocked off in blue. Please block out any additional days that your school is not in session.

You may use the enclosed attendance sheet or your own attendance tracking system to monitor your school's attendance.

Gather the monthly **Classroom Attendance Trackers** form from all of the teachers participating in the challenge. Tally their attendance performance and include those totals in this chart. Display this chart where students and teachers can see it, so everyone is aware of how well your school is doing.

At the end of March, collect **Blue Ribbon Parent**

Pledge sheets and attendance records from teachers to verify your contest entry results.

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.
e.g. $360 \text{ total students} \times 22 \text{ days} = 7,920$

% Attendance = Monthly Attendance Total divided by Monthly Attendance Goal

e.g. $7,892 \div 7,920 = .99 \text{ (99\%)}$

Access a printable PDF of the **School Attendance Tracker**. Visit scholastic.com/blueribbonattendancechallenge

Submit your **LYSOL® Blue Ribbon Attendance Challenge** entry by April 1, 2011. See online for Official Rules.

	Enter total # of students participating in the LYSOL® Blue Ribbon School Attendance Challenge
	Enter total # of pledges collected from parents

Enter the # of students in your school on each day that school is in session.
Photocopy the Classroom Attendance Tracker on pages 8 and 9 and provide to participating teachers.

	SAMPLE	October 2010	November 2010	December 2010	January 2011	February 2011	March 2011
1	360				New Years Day		
2	360						
3	360						
4							
5							
6	Labor Day						
7	360						
8	355						
9	356						
10	360						

11		Columbus Day	Veterans Day				
12							
13	360						
14	358						
15	360						
16	360						
17	354				MLK Day		
18							
19							
20	357						
21	357					Presidents Day	
22	360						
23	359						
24	360						
25			Thanksgiving				
26							
27	360						
28	360						
29	358						
30	358						
31	360			New Years Eve			
Monthly Attendance Total	7,892						
Monthly Attendance Goal	7,920						
% Attendance	99%						