

Olivet Private School Attendance Report

Manual Calculation

Name: _____ Year: _____ Quarter: _____ Grade: _____

Cumulative Days: _____ Cumulative Hours: _____

Teacher's Signature: _____

Day	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
1												
2												
3												
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27												
28												
29												
30												
31												
Totals:												
	Quarter 1 Total Days:			Quarter 2 Total Days:			Quarter 3 Total Days:			Quarter 4 Total Days:		
	□			□			□			□		

Hourly Requirements Per Day:
 Kindergarten 3 Hours
 Grades 1-3 4 Hours
 Grades 4-12 5 Hours

Field Trips/Activities/Awards:

Reports Due:
11/10, 2/10, 5/10, 8/10