**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=8872&utm_source=template-word&utm_medium=content&utm_campaign=Daily+Attendance+Spreadsheet-word-8872&lpa=Daily+Attendance+Spreadsheet+word+8872)Daily Attendance Spreadsheet Template**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | MM/DD/YY | | | | |  | | Attendance Key | |
| Event / Meeting / Shift Name | Name | | | | |  | | Attended | **A** |
| Facilitator / Supervisor Name | Address / Location | | | | |  | | Absent | **X** |
| Team / Department | Description | | | | |  | | Late | **L** |
| UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO |  | NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO |  |  |  | |  | |  |
| Name | Role or Department | Check-in Time | Check-out Time | Attendance Status | Hours Logged | | Supervisor's Initials | | Comments / Notes |
| Name | Role | 12:00 PM | 12:30 PM | **A** | 0.0 | |  | | Notes |
|  |  |  |  | **X** | 0.0 | |  | |  |
|  |  |  |  | **L** | 0.0 | |  | |  |
|  |  |  |  |  | 0.0 | |  | |  |
|  |  |  |  |  | 0.0 | |  | |  |
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