**Daily Attendance Spreadsheet Template**

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| --- | --- | --- | --- |
| 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** |
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| 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 |   |   |
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