**[](https://www.smartsheet.com/try-it?trp=8872&utm_source=template-word&utm_medium=content&utm_campaign=Weekly+Attendance+Spreadsheet-word-8872&lpa=Weekly+Attendance+Spreadsheet+word+8872)Weekly Attendance Spreadsheet Template**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week Range | Nov. 30 – Dec. 6, 20XX |  | | **Key** | | | | | | | | | | | | |  | |  |  | |  |  | | | | | |
| Team / Class / Department Name | Name |  | | **Present** | | | | | | | | | | | **P** | |  | |  |  | | | | | |  |  |  |
| Supervisor or Facilitator Name | Name |  | | **Unexcused Absence** | | | | | | | | | | | **U** | |  | |  |  | | | | | |  |  |  |
| Location or Session Type | Session |  | | **Excused Absence** | | | | | | | | | | | **E** | |  | |  |  | | | | | |  |  |  |
|  | |  | | **Tardy** | | | | | | | | | | | **T** | |  | |  |  | | | | | |  |  |  |
|  |  |  | |  | | |  | |  | | |  | | |  | |  | |  |  | | | |  |  |  |  |  |
| **Name** | **Role or Position** | **Attendance Status** | | | | | | | | | | |  | **Weekly Total  (auto-populates)** | | | | | | | |  | **Notes** | | | | | |
| **M** | **T** | | **W** | **TH** | | **F** | | **SA** | **SU** | |  | **P** | | **U** | | **E** | | | **T** |  |
|  |  | **P** | **E** | |  |  | |  | |  |  | |  | **1** | | **0** | | **0** | | | **0** |  |  | | | | | |
|  |  | **P** | **T** | |  |  | |  | |  |  | |  | **1** | | **0** | | **0** | | | **0** |  |  | | | | | |
|  |  | **U** | **U** | |  |  | |  | |  |  | |  | **0** | | **1** | | **0** | | | **0** |  |  | | | | | |
|  |  | **P** | **P** | |  |  | |  | |  |  | |  | **2** | | **0** | | **0** | | | **0** |  |  | | | | | |
|  |  |  |  | |  |  | |  | |  |  | |  | **0** | | **0** | | **0** | | | **0** |  |  | | | | | |
|  |  |  |  | |  |  | |  | |  |  | |  | **0** | | **0** | | **0** | | | **0** |  |  | | | | | |
|  |  |  |  | |  |  | |  | |  |  | |  | **0** | | **0** | | **0** | | | **0** |  |  | | | | | |
|  |  |  |  | |  |  | |  | |  |  | |  | **0** | | **0** | | **0** | | | **0** |  |  | | | | | |
|  |  |  |  | |  |  | |  | |  |  | |  | **0** | | **0** | | **0** | | | **0** |  |  | | | | | |
|  |  |  |  | |  |  | |  | |  |  | |  | **0** | | **0** | | **0** | | | **0** |  |  | | | | | |
|  |  |  |  | |  |  | |  | |  |  | |  | **0** | | **0** | | **0** | | | **0** |  |  | | | | | |
|  |  |  |  | |  |  | |  | |  |  | |  | **0** | | **0** | | **0** | | | **0** |  |  | | | | | |
|  |  |  |  | |  |  | |  | |  |  | |  | **0** | | **0** | | **0** | | | **0** |  |  | | | | | |
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