**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** |  |   |
|   |   |  |  |  |  |  |  |  |  | **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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