

Attendance Transitions Checklist

Classroom:	_ Month:	Year:	
	-		_

Instructions: Document each child's name on attendance roll. Check off each child before exiting area. Document date and time exiting classroom and outside area. Use as many sheets as you need each month. Turn in to Education Supervisor at the end of each month.

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TEC = Time Exit from Classroom TEO = Time Exit from Outside																				
Date:																				
Time:																				
Child's Name	TEC	TEO																		
Tally Totals:																				
Staff Initials:																				