



Attendance Transitions Checklist

Classroom: _____ Month: _____ Year: _____

Instructions: Document each child's name on the attendance roll. Make face to name connection as you check off each child's name when exiting or entering the area. Document the date and time of exiting or entering the area. Use as many sheets as you need each month. Keep this form in your Grab-N-Go Binder until May 31st then turn in completed forms to the Assistant Director of Education Services.

Codes: EC = Entering Classroom EP = Entering Playground O = Other - Explain here:
 LC = Leave Classroom LP = Leave Playground A = Child not in attendance today.

Date:																					
Time:																					
Child's Name	Code:																				
Tally Totals:																					
Staff Initials:																					