

Attendance List for School

**School Name:** **Date:** **Teacher:**

| **Student Name** | **Grade** | **Class 1** | **Class 2** | **Class 3** | **Class 4** | **Class 5** | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| John Doe | 10 | P | P | P | A | P |   |
| Jane Smith | 10 | P | P | P | P | P |   |
| Alice Johnson | 9 | P | A | P | P | P | Late |
| Chris Lee | 11 | P | P | P | P | A | Sick |
| ... | ... | ... | ... | ... | ... | ... | ... |

**Legend:**

* **P**: Present
* **A**: Absent
* **Remarks**: Notes on lateness, sickness, etc.

**Instructions:**

* List each student's name under the 'Student Name' column.
* Enter the grade of each student in the 'Grade' column.
* Mark attendance for each class period as 'P' for present or 'A' for absent.
* Use the 'Remarks' column for any additional notes regarding the student’s attendance, such as being late or reasons for absences.