

Attendance Summary for the _____ school year

School	Name	MET #	Attendance			Reason for absence(s) when student attends 70% or less
			Attended	Possible	Percent	
School A	Student A	123456789	159	175	91%	Not applicable
School A	Student B	234567890	101	175	58%	Numerous medical appointments and frequent illness.
School B	Student C	345678901	120	128	94%	Start Date December 16, 2007
To expand this table, insert rows as required.						

I certify that this is a true and accurate record of the attendance of students receiving special needs funding Levels II and III in the current school year.

Student Services Administrator

Date _____

Notes:

1. "Attendance" is intended to record the presence of students who are receiving special needs funding Levels II and III in a school or an appropriate alternative setting for the prescribed length of the school day.
2. Attendance for all students is expressed as the number of days attended / total possible days and as a percentage of those numbers. High school students must be enrolled in a minimum of 3 classes. When a student attends 70% or less, please provide the reason(s). For example:
 - **Student A's** attendance was 179/195 days, or 92%. – no explanation required
 - **Student B's** attendance was 121/195 days, or 62%. – explanation required
3. Attendance should be counted to May 31st in the current school year.
4. Attendance reports are to be submitted by June 30th, with June additions.
5. When a student transfers in or out of the school division during the school year, indicate days attended/total possible and note the student's start or departure date in *reasons* column.
 - **Student C's** attendance was 120/128 possible days, and the start date of December 16, 2007 is provided