

Child Attendance Record

Attendance must be recorded in accordance with ARSD 67:42:17:42. The parents is responsible for recording their child’s attendance and signing the attendance records daily. Parents or providers transporting children should record the actual time the child arrived and departed. Attendance records should include all children in care including providers’ own children. These records may also be used as documentation for the Child Care Assistance Program.

Please write each date (mm/dd/yy) on the space provided following the day of the week below. Parent/Guardian must sign daily if their child was in attendance on that day.

	Child’s Name	Monday: _____ Signature	Tuesday: _____ Signature	Wednesday: _____ Signature	Thursday: _____ Signature	Friday: _____ Signature	Comments
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