

Collinsville State High School

Attendance Passport



Student name: _____

Year level: _____

Teacher name: _____

ATTENDANCE

Example

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
4	14	18	78%
Reasons for absence:		Strategies for improvement:	
<ul style="list-style-type: none"> ✓ Monday 1st February – slept in, stayed up late playing computer games. ✓ Monday 8th February – slept in, stayed up late playing computer games. ✓ Monday 15th February – slept in, went away for the weekend. ✓ Thursday 18th February – sick, no medical Certificate provided. 	<ul style="list-style-type: none"> ✗ Monday 1st February – don't know. ✗ Monday 8th February – can't remember. ✗ Monday 15th February – sick, I think. ✗ Thursday 18th February – don't know. 	<ul style="list-style-type: none"> ✓ Get ready for school the night before including: organising uniform, packing school bag and making lunch. ✓ Stop playing computer games at 8.00pm. ✓ Go to bed at 9.00pm. ✓ Set an alarm clock for 7.00am. ✓ Allow only one snooze cycle each morning. 	<ul style="list-style-type: none"> ✗ Come to school. ✗ Try harder. ✗ Do better.

Week One to Three, Term One

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	

Student signature: _____ Teacher signature: _____ Parent signature: _____

Week Four to Six, Term One

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	

Student signature: _____ Teacher signature: _____ Parent signature: _____

Week Seven to Nine, Term One

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	

Student signature: _____ Teacher signature: _____ Parent signature: _____

Example

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
4	14	18	78%
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<ul style="list-style-type: none"> ✓ Monday 1st February – slept in, stayed up late playing computer games. ✓ Monday 8th February – slept in, stayed up late playing computer games. ✓ Monday 15th February – slept in, went away for the weekend. ✓ Thursday 18th February – sick, no medical Certificate provided. 	<ul style="list-style-type: none"> ✗ Monday 1st February – don't know. ✗ Monday 8th February – can't remember. ✗ Monday 15th February – sick, I think. ✗ Thursday 18th February – don't know. 	<ul style="list-style-type: none"> ✓ Get ready for school the night before including: organising uniform, packing school bag and making lunch. ✓ Stop playing computer games at 8.00pm. ✓ Go to bed at 9.00pm. ✓ Set an alarm clock for 7.00am. ✓ Allow only one snooze cycle each morning. 	<ul style="list-style-type: none"> ✗ Come to school. ✗ Try harder. ✗ Do better.

Week One to Three, Term Two

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	

Student signature: _____ Teacher signature: _____ Parent signature: _____

Week Four to Six, Term Two

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	

Student signature: _____ Teacher signature: _____ Parent signature: _____

Week Seven to Nine, Term Two

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	

Student signature: _____ Teacher signature: _____ Parent signature: _____

Example

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
4	14	18	78%
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Week One to Three, Term Three

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	

Student signature: _____ Teacher signature: _____ Parent signature: _____

Week Four to Six, Term Three

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	

Student signature: _____ Teacher signature: _____ Parent signature: _____

Week Seven to Nine, Term Three

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	

Student signature: _____ Teacher signature: _____ Parent signature: _____

Example

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Reasons for absence: ✓ Monday 1 st February – slept in, stayed up late playing computer games. ✓ Monday 8 th February – slept in, stayed up late playing computer games. ✓ Monday 15 th February – slept in, went away for the weekend. ✓ Thursday 18 th February – sick, no medical Certificate provided.		Strategies for improvement: ✓ Get ready for school the night before including: organising uniform, packing school bag and making lunch. ✓ Stop playing computer games at 8.00pm. ✓ Go to bed at 9.00pm. ✓ Set an alarm clock for 7.00am. ✓ Allow only one snooze cycle each morning.	
✗ Monday 1 st February – don't know. ✗ Monday 8 th February – can't remember. ✗ Monday 15 th February – sick, I think. ✗ Thursday 18 th February – don't know.		✗ Come to school. ✗ Try harder. ✗ Do better.	

Week One to Three, Term Four

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	

Student signature: _____ Teacher signature: _____ Parent signature: _____

Week Four to Six, Term Four

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	

Student signature: _____ Teacher signature: _____ Parent signature: _____

Week Seven to Nine, Term Four

Total Number of Days Absent	Total Number of Days Present	Total Number of Days	Attendance Percentage
Reasons for absence:		Strategies for improvement:	

Student signature: _____ Teacher signature: _____ Parent signature: _____