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Scott's Homeschool Record Keeping Utilities

*Attendance Tracker Spreadsheet
(a preview)*

by
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Using the Attendance Tracker Spreadsheet

The Attendance Tracker Spreadsheet allows you to track attendance for up to 5 students for a single year. You will use a calendar to mark each day that your student attends school. At the end of the year you will be able to print a nice looking attendance report for each student's records.

The spreadsheet provides the following features:

- Easy entry of your school and student information
- Record attendance for up to 5 students in one spreadsheet
- Easily define when your school year, quarters, and semesters begin
- Record school days, vacation days, holidays, sick days and more
- Automatic calculation of attendance days by Quarter, Semester, and entire Year
- Use the same spreadsheet for any year
- Printable report for each student is automatically created for you

The resulting attendance report will resemble the one pictured below:

Little Village Christian Academy

1234 Mystreet Drive, Louisville, KY 12345

2008 - 2009 Attendance Record

Student: Nathan Weberg

Year: Freshman

	Semester 1			Semester 2			TOTAL DAYS
	1 st Qtr	2 nd Qtr		3 rd Qtr	4 th Qtr		
Attended School	45	45	90	44	46	90	180
Sick Days	0	0	0	0	0	0	0
Vacation Days	5	14	19	1	3	4	23
Holidays	0	0	0	0	0	0	0
Other	0	1	1	1	2	3	4

Total Days of Instruction: 91 93 184

The following pages will show how the Attendance Tracker Spreadsheet works.

When you open the spreadsheet, the first page is where you enter your school and student information:

Enter school name, address, and school year information in this section.

Enter students in this table.

Instructions at the bottom of the sheet.

Student Name	Grade
1 Nathan Weberg	Freshman
2 Andrew Weberg	8th
3 Ariana Weberg	3rd
4	
5	

Instructions:

- 1) Select **Save As...** from the **File** menu, and save a copy of this spreadsheet. Give it an appropriate name, such as **2009Attendance**.
- 2) Enter the school and year information at the top.
- 3) Enter up to 5 student names and choose their grade from the list. If you have fewer than 5 students, leave the last lines blank. If you have more, save a 2nd spreadsheet.

Notice the tabs at the bottom of the spreadsheet, circled in this picture...

3) Enter up to 5 student names and choose their grade from the list. If you have fewer than 5 students, leave the last lines blank. If you have more, save a 2nd spreadsheet.

Info Calendar Report1 Report2 Report3 Report4 Report5

The sheet we have been entering information on is the **Info** sheet.

There is a sheet called **Calendar** which you will use to record attendance, and 5 **Report** tabs which contain the attendance reports for each student.

