

## 10-DAY WORKSHEET DIRECTIONS

List each pupil who is not **PHYSICALLY PRESENT** on the **COUNT DATE**. This form must be completed for every class, every hour claimed for state aid.

Use full name -- **NO** nicknames and **PLEASE PRINT!**

Record your name, class, and hour at the bottom of the page.

### **FDP - First Day Present**

Record the date the student first appeared in attendance prior to the count date.

Mark an "A" in the count date column, mark an "A" for the dates absent thereafter.

Mark a "P" when student is present. Once a student is present, it is not necessary to record attendance on this form after that date. If the student did not return within the 10-day period, record actual date returned in the next column.

**AFTER** recording attendance on the last day of the count period, return this form to the **PRINCIPAL'S OFFICE** (for auditor's reference).