2026 - 2027 Attendance Grid

Name: _____ Location: _____

Position: _____ Employee #: _____

Address: City: _____ State: _____ Zip: _____

Phone: ( ) Hire Date:

Absence Codes (Write on back comments/reasons.)

Mark with colored pens

Green: Sick time

Yellow: Unexcused absence or no call, no show

Blue: Tardy, note # of minutes

Pink: Injury on duty (if partial hrs, indicate hrs missed ID-2)

Orange: Vacation (if partial hrs, indicate hrs missed V-2)

V	Vacation
B	Bereavement (relationship) ex. B/ M Bereavement/ Mother
J	Jury duty
S	Sick leave (if partial hrs, indicate hrs missed S-2)
SFM	Sick - Family Medical Leave Act
ID	Injury on duty
T	Tardy - specify minutes Ex: T/10 for 10 minutes tardy (Blue)
U	Unexcused absence, No call, No show (yellow)
Z	Last day worked - Z/R for resigned, Z/T for terminated

August

Mon	Tue	Wed	Thur	Fri	Sat	Total
					1	
3	4	5	6	7	8	
10	11	12	13	14	15	
17	18	19	20	21	22	
24	25	26	27	28	29	
31						

September

Mon	Tue	Wed	Thur	Fri	Sat	Total
	1	2	3	4	5	
7	8	9	10	11	12	
14	15	16	17	18	19	
21	22	23	24	25	26	
28	29	30				

October

Mon	Tue	Wed	Thur	Fri	Sat	Total
			1	2	3	
5	6	7	8	9	10	
12	13	14	15	16	17	
19	20	21	22	23	24	
27	27	28	29	30	31	

November

Mon	Tue	Wed	Thur	Fri	Sat	Total
2	3	4	5	6	7	
9	10	11	12	13	14	
16	17	18	19	20	21	
23	24	25	26	27	28	
30						

December

Mon	Tue	Wed	Thur	Fri	Sat	Total
	1	2	3	4	5	
7	8	9	10	11	12	
14	15	16	17	18	19	
21	22	23	24	25	26	
28	29	30	31			

January

Mon	Tue	Wed	Thur	Fri	Sat	Total
				1	2	
4	5	6	7	8	9	
11	12	13	14	15	16	
18	19	20	21	22	23	
25	26	27	28	29	30	

February

Mon	Tue	Wed	Thur	Fri	Sat	Total
1	2	3	4	5	6	
8	9	10	11	12	13	
15	16	17	18	19	20	
22	23	24	25	26	27	

March

Mon	Tue	Wed	Thur	Fri	Sat	Total
1	2	3	4	5	6	
8	9	10	11	12	13	
15	16	17	18	19	20	
22	23	24	25	26	27	
29	30	31				

April

Mon	Tue	Wed	Thur	Fri	Sat	Total
			1	2	3	
5	6	7	8	9	10	
12	13	14	15	16	17	
19	20	21	22	23	24	
26	27	28	29	30		

May

Mon	Tue	Wed	Thur	Fri	Sat	Total
					1	
3	4	5	6	7	8	
10	11	12	13	14	15	
17	18	19	20	21	22	
24	25	26	27	28	29	

June

Mon	Tue	Wed	Thur	Fri	Sat	Total
	1	2	3	4	5	
7	8	9	10	11	12	
14	15	16	17	18	19	
21	22	23	24	25	26	
28	29	30				

July

Mon	Tue	Wed	Thur	Fri	Sat	Total
			1	2	3	
5	6	7	8	9	10	
12	13	14	15	16	17	
19	20	21	22	23	24	
26	27	28	29	30	31	

*Examples of unexcused absences may include failure to report to work as scheduled without proper call-in procedure or request, failure to report to work without proper documentation such as medical return to work, or failure to provide documentation for absence when required by supervisor.

***An attendance grid must be kept for every CS employee. This grid will serve as the documentation for attendance at the end of the school year. Supervisors will sign the attendance grid for those who qualify, make a copy and send to their coordinator/manager.**

Supervisor's Signature: _____

revised 8/5/26