

Name: \_\_\_\_\_

**DAILY ATTENDANCE RECORD**

Work Week: \_\_\_\_\_

Study Center: \_\_\_\_\_

Year \_\_\_\_\_

Work Schedule: \_\_\_\_\_

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Employee's Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

Feb	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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Employee's Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

March	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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Employee's Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

April	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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Employee's Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

May	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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Employee's Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

June	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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Employee's Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

Instructions: Mark off according to Employee's Work Week. Use X's for regular days off.  
 Regularly scheduled hours are posted above the broken line — deviation below the broken line.  
 (See Reverse Side for Codes)

Name: \_\_\_\_\_

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Study Center: \_\_\_\_\_

Year \_\_\_\_\_

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July	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Employee's Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

Aug	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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Employee's Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

Sept	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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Employee's Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

Oct	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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Employee's Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

Nov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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Employee's Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

Dec	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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