**DAILY ATTENDANCE SHEET TEMPLATE**

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| Room / Area: |  | Date: |  |

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| **STUDENT NAME** | **TIME IN** | **TIME OUT** | **PARENT SIGNATURE** | **COMMENTS** |
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| **STAFF NAME** | **TIME IN** | **TIME OUT** | **TIME IN** | **TIME OUT** | **TIME IN** | **TIME OUT** | **INITIALS** |
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