

INSTRUCTIONS

Daily Attendance Roster

All sites must keep a daily record of participants in attendance.

- Step 1. Enter the month and year.
- Step 2. Enter the calendar date for each day of the month (Example, 2nd for M (Monday), 3rd for T (Tuesday), 4th for W (Wednesday), etc.)
- Step 3. Enter each participant's first and last names, normal days and normal hours enrolled for care.
- Step 4. Record the attendance for each participant daily.
- Step 5. Add the total attendance for each day.
- Step 6. At the end of the month, enter the total attendance for each participant
- Step 7. Add the daily attendance across and record the total in the left-hand box.
- Step 8. Add total monthly attendance down and record the total in the lower right-hand corner.
- Step 9. Compare the totals; the totals should match.
- Step 10. Sign and date the form.

Child & Adult Care Food Program
DAILY ATTENDANCE ROSTER

WEEKENDS

Month & Year: _____

	Calendar Dates:		Sat	Sun	Sat	Sun	Sat	Sun	Sat	Sun	Sat	Sun	Sat	Sun	Sat	Sun	Sat	Sun	Totals:	
	Normal Days	Normal Hours																		
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Daily Totals:																				

Signature _____

Date _____

This institution is an equal opportunity provider.