# Student Attendance Sheet

*This document is designed to help teachers and educational institutions efficiently track students' attendance on a daily basis. It includes essential information about the course and provides a structured table for logging attendance by date.*

## Class Information

* **Course Name:** {courseName}
* **Instructor:** {instructor}
* **Classroom:** {classroom}
* **Term:** {term}
* **Date Range:** {startDate} to {endDate}

## Attendance Log

|  |  |  |
| --- | --- | --- |
| **Student Name** | **Student ID** | **Attendance Dates** |
| {#students}{fullName} | {studentId} |  |
| {/students} | | |

## Legend

* **P** – Present
* **A** – Absent
* **L** – Late
* **E** – Excused

**Note:** Please ensure this sheet is updated daily and signed where necessary by the instructor or authorized personnel.

{#includeSignatures}

## Signatures

|  |  |
| --- | --- |
| Instructor Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Department Head Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

{/includeSignatures}