Sample [PTA NAME] Attendance Sheet

**[NAME OF THE ENRICHMENT PROGRAM] Enrichment Program Attendance Sheet**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [class title] | | | | | [date] | | |
|  | First name | Last name | Present | Parent name & emergency  phone# | | Grade | Notes |
| 1 |  |  |  |  | |  |  |
| 2 |  |  |  |  | |  |  |
| 3 |  |  |  |  | |  |  |
| 4 |  |  |  |  | |  |  |
| 5 |  |  |  |  | |  |  |
| 6 |  |  |  |  | |  |  |
| 7 |  |  |  |  | |  |  |
| 8 |  |  |  |  | |  |  |
| 9 |  |  |  |  | |  |  |
| 10 |  |  |  |  | |  |  |
| 11 |  |  |  |  | |  |  |
| 12 |  |  |  |  | |  |  |
| 13 |  |  |  |  | |  |  |
| 14 |  |  |  |  | |  |  |
| 15 |  |  |  |  | |  |  |
| 16 |  |  |  |  | |  |  |
| 17 |  |  |  |  | |  |  |
| 18 |  |  |  |  | |  |  |
| 19 |  |  |  |  | |  |  |
| 20 |  |  |  |  | |  |  |

Chaperone comments:

Chaperone printed name Chaperone signature