



Attendance Tracker — How to Use

Log daily attendance, auto-flag chronic absence, and track parent contacts — all in one editable workbook.

① Quick Start

1. Open the Student Summary tab and type each student's name in the light-yellow Student column (up to 32 students).
2. Open the Attendance Log tab and log each day's attendance — one row per student per day: Date, Student (pick from the dropdown), Status, Reason (for absences), and any Notes.
3. Days Present / Tardy / Absent, Attendance %, and the attendance Status band calculate automatically back on the Student Summary tab.
4. Log any parent or guardian outreach about attendance on the Parent Contact Log tab.
5. Check the Dashboard tab any time for the class-wide picture — every count and chart updates on its own.

② What Each Tab Does

Attendance Log — 200 rows to log daily attendance by date and student, with a Status dropdown (Present / Tardy / Excused Absence / Unexcused Absence) and a Reason dropdown for absences.

Student Summary — up to 32 students. Days Present, Tardy, Excused & Unexcused Absences, Total Days Logged, and Attendance % calculate automatically, with an auto Status band (Good Standing / Needs Watching / Chronic Absence).

Parent Contact Log — 100 rows to record outreach to families about attendance: date, student, reason, contact method, and outcome.

Dashboard — class attendance rate, students in chronic absence, entries by status, absences by reason, and contacts by reason, with charts that update automatically.

③ Attendance Status Bands

- Good Standing — Attendance % is 95% or higher.**
 - Needs Watching — Attendance % is 90%-94.9%.**
 - Chronic Absence - Below 90% attendance (the standard chronic-absenteeism threshold).**
- Excused absences (doctor's note, family emergency) are excluded from Attendance % so genuine illness does not trigger Chronic Absence.

④ Editable Cells & Protection

Cells shaded light yellow are the only cells you need to type in — everything else (formulas, labels, and the Dashboard) is protected so the design and calculations stay intact.

Row 6 on the Attendance Log, Student Summary, and Parent Contact Log tabs shows a sample entry so you can see the expected format. Delete or overwrite it before adding your own data.

Works in Excel for Windows/Mac. To use in Google Sheets, upload the file at sheets.google.com → File → Import.

Attendance Log

1 row per student, per day. Status and Reason use dropdown lists.

#	Date	Student	Status	Reason (if absent)	Notes
1	9/2/2026	Ava Rivera	Present		EXAMPLE --- delete or overwrite
2	9/2/2026	Marcus Lee	Tardy		Bus was late
3	9/3/2026	Marcus Lee	Excused Absence	Illness	Parent called in
4	9/4/2026	Ava Rivera	Unexcused Absence	Unknown	
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Student Summary

Type each student's name below — everything else calculates automatically from the Attendance Log.

#	Student	Days Present	Days Tardy	Days Excused Absence	Days Unexcused Absence	Total Days Logged	Attendance %	Status
1	Ava Rivera	1	0	0	1	2	50.0%	Chronic Absence
2	Marcus Lee	0	1	1	0	2	100.0%	Good Standing
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32							#VALUE!	

Parent Contact Log

Log outreach to families about attendance. Reason and Contact Method use dropdown lists.

#	Date	Student	Reason	Contact Method	Outcome / Notes
1	9/5/2026	Marcus Lee	Absence Follow-up	Phone	EXAMPLE — spoke with dad, illness resolved
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Attendance Dashboard

Updates automatically from the Attendance Log, Student Summary, and Parent Contact Log tabs.

Attendance Overview	
Item	Value
Log Entries	4
Students Tracked	2
Class Attendance Rate	66.7%
Students: Good Standing	1
Students: Needs Watching	0
Students: Chronic Absence	1
Contacts Logged	1

Entries by Status	
Item	Value
Present	1
Tardy	1
Excused Absence	1
Unexcused Absence	1

Attendance Bands	
Item	Value
Good Standing	1
Needs Watching	0
Chronic Absence	1

Absences by Reason	
Item	Value
Illness	1
Family Emergency	0
Transportation	0
Appointment	0
Suspension	0
Unknown	1
Other	0

Contacts by Reason	
Item	Value
Absence Follow-up	1
Tardiness	0
Chronic Absence	0
Other	0

