

# Sign-in & out Attendance Sheet

Classroom: \_\_\_\_\_ Date: \_\_\_\_\_

Name	Attendance Code	Meal Info			Time In	Parent Sign-In	Time Out	Parent Sign-Out
		Breakfast	Lunch	PM Snack				
1.		[ ]	[ ]	[ ]				
2.		[ ]	[ ]	[ ]				
3.		[ ]	[ ]	[ ]				
4.		[ ]	[ ]	[ ]				
5.		[ ]	[ ]	[ ]				
6.		[ ]	[ ]	[ ]				
7.		[ ]	[ ]	[ ]				
8.		[ ]	[ ]	[ ]				
9.		[ ]	[ ]	[ ]				
10.		[ ]	[ ]	[ ]				
11.		[ ]	[ ]	[ ]				
12.		[ ]	[ ]	[ ]				
13.		[ ]	[ ]	[ ]				
14.		[ ]	[ ]	[ ]				
15.		[ ]	[ ]	[ ]				
16.		[ ]	[ ]	[ ]				
17.		[ ]	[ ]	[ ]				
18.		[ ]	[ ]	[ ]				
19.		[ ]	[ ]	[ ]				
20.		[ ]	[ ]	[ ]				

Total of Meals:                    \_\_\_\_\_

Staff Member's Signature: \_\_\_\_\_