

SUNLAND

13216 Leach St., Sylmar, CA 91342
 (818) 523-6791 office (818) 362-1489 fax SCSandCHE@aol.com

ATTENDANCE RECORD

NAME: _____ **GRADE:** _____

Sunland Christian School requires 175 days of schooling per year with a minimum of 4 hours per day. Attendance must be recorded each day. It is best recorded at the end of the day when the appropriate work for the day has been accomplished (specifically for junior senior high students). Enter a letter in the boxes to indicate one of the following:

P-Days in which schooling occurs
 E-Excused Absences

Mon-Fri, between the hours of 8am-4pm
 Notify the school if absences exceed 5 per quarter

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
July																															
August																															
September																															
October																															
November																															
December																															
January																															
February																															
March																															
April																															
May																															
June																															
July																															
August																															

Quarter								Keep the Attendance Record until the end of the 4 th Qtr. At that time, please sign below before returning this form to the office. # of Days in Attendance:
1 st		2 nd		3 rd		4 th		
From	To	From	To	From	To	From	To	

Comments: _____

Signature of Parent or Guardian: _____ **Date:** _____