Daily Message Log

Site: _____ Month: _____ Year: _____

Log in all messages regarding children's attendance. Be sure to initial all messages. This is a continuous log. Do not leave blank lines in between messages. Use blue or black ink only.

Time Rec	Date Rec	Rec Intl	Given Intl	Child's Name	Program	Highlight One		Other Message	Entered on Attendance Form	Staff Initial
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	

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AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	
AM PM					AM PM	Absent	Drop-In / Add A Day		Yes No	