

Single Day Attendance Sheet

San Marcos HS

Date: _____

Group/Activity Name _____

Session Time _____

Lead Staff _____

Participant Name	Student ID #	Grade	Pr w/ Snack	Pr w/o Snack	Ab	Sign-In	Time In*	Time Out*
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

By signing, I attest that the above information is true to the best of my knowledge.			
Staff Name	Staff Signature	Date	Total Present
	X		

PLEASE FILL OUT ALL HIGHLIGHTED AREAS AND RETURN SIGN IN SHEETS TO THE KNIGHT ZONE MAIL BOX. DUE AT THE END OF EACH WEEK

* Time In / Time Out Utilize this field to note the time a student arrives or departs if it is different than program start/end times.