

**South Carolina Department of Social Services
ATTENDANCE RECORD**

Center Name: _____ Month: _____

	Name	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
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E: Enter D: Dropped A: Absent P: Present

Points to remember about attendance records:

1. First and last names of participants must be listed in alphabetical order.
2. Names must agree with the names listed on enrollment records. (DSS Form 2900 for child care centers.)
3. Center must mark the child's attendance and absences for each operating day. The same method must be used throughout the center.