

Castle Rock Charter School  
**Monthly Attendance Sheet**

**Learning Log Assignment Period 4**  
 NOVEMBER 28 – DECEMBER 16, 2022  
 School Year 2022-23

Student Name: \_\_\_\_\_  
Last Name First Name

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

**Parent/Guardian Educator Guidelines:**

- Attendance is to be reported during each attendance period.
- Please complete this form in blue or black ink.
- Enter “E” as the attendance code for the first day enrolled in the program.
- Enter “W” as the attendance code for the last day enrolled in the program.
- Enter “X” each day the student is present.
- Enter “0” each day the student is absent.
- Total the days attending and the days not attending at the end of each attendance period.
- Sign and submit the form to the credentialed teacher.

*Castle Rock Charter School recognizes that families may not evenly distribute students’ work assignments over weekdays; however, due to strict State law requirements for charter school attendance, Castle Rock Charter School expects each student to be engaged in an educational activity required of them in the assignments on each weekday that school is in session. This “daily engagement” is documented on a daily basis on this sheet by the parent/guardian. This should not be read to prohibit schoolwork on weekends and should not be read to dictate the manner in which a family distributes the assignments over the independent study period. Castle Rock Charter School asks that a parent/guardian refrain from documenting any “daily engagement” on a day where a student did not engage in any educational activity required of them by the assignments. By law, work done on weekends or other days when school is not in session cannot be used to “make up” weekdays where no “daily engagement” occurred.*

Total possible attendance for Period 4 = 15

<b>No School</b> Thanksgiving Break 11/21 -11/25 Winter Break 12/19 -1/2	November – December														<b>TOTALS</b>		
	28	29	30	1	2	5	6	7	8	9	12	13	14	15	16	X	0
<b>Attendance Codes</b>																	

It is the responsibility of the parent/guardian educator to complete, sign, date and submit this attendance form to the student’s teacher each school month.

**Certification:** To the best of my knowledge and belief, this record has been kept as required by laws pertaining to Charter Schools. I, as the credentialed teacher, certify that the student has completed work products equivalent to the hours listed on the Learning Log Assignment Record.

\_\_\_\_\_  
 Parent/Guardian Educator (Please sign in ink)      Date      Supervising Teacher (Please sign in ink)      Date