

How to Use a Calendar to Track Your Attendance

Why bother?

Tracking your school attendance helps you notice patterns early—so small problems don't turn into big ones. You'll know how many days you've missed, when it happens most, and what you might want to fix.

When to Start

Start tracking if you've missed 3 or more days or are starting to fall behind. You can also just start any month to build strong habits!

What You'll Need

- A printed calendar (school menu calendars work!)
- A pen, pencil, or stickers
- 2 minutes a day

Step-by-Step Instructions

1. Set Up Your Calendar

- Write your name at the top.
- Label the month.
- Cross off weekends and any school holidays.
- Use these symbols:
 -  = I was here
 -  = I was absent
 -  = I was late or left early



2. Record Every Day

- Fill in the box after each school day.
- Add a quick note if it helps:
 - "Doctor" ➢ "Late bus" ➢ "Sick after break"

3. Review Weekly

- Look over your calendar at the end of each week:
 - How many days did I miss?
 - Are there patterns (like missing Mondays)?
 - How do I feel about my week?

4. Set a Goal

- Choose something simple:
 - “Be here every day this week”
 - “No more than 1 tardy this month”
- Celebrate when you meet your goal! High-five, sticker, or small reward.

Example

Sun	Mon	Tue	Wed	Thu	Fri	Sat
✓	✓	✗	✓	✓		
✓	🕒	✓	✓	✓		
✓	✓	✓	✗	✓		
✓	✓	✓	✓	✓		

➔ This student missed 2 full days and was late once—it’s easy to see where things happened!

Quick Tips

- Keep your calendar somewhere visible (binder cover, wall, or fridge).
- Use fun stickers or colored pens to make it your own.
- Bring it to a check-in with your teacher or counselor if you have questions.

Reminder

Missing just 2 days a month adds up to almost a full month of school missed in a year!

Tracking your attendance now helps you stay on track for graduation, sports, field trips, and future plans.