

## 1-F: COUNT DAY ABSENCE FORM (Middle/High School)

District		School Year		
Building - Program		Count Day	October	
			February	

I certify that this is a true and accurate list of all eligible FTE reported for pupils absent on count day.

Authorized Representative Signature	Title	Date
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**INSTRUCTIONS:** List, in grade then alpha order, each pupil absent on the count day. Note the number of classes the pupil is scheduled for, grade, type of absence, mark each period the pupil was absent for and the date the pupil returned to that class. Determine the FTE based upon whether the pupil returned within the appropriate time frame. A student must return within 10 school days if unexcused or 30 calendar days if excused. Please enter "NR" if pupil does not return.

Last Name	First Name	# of classes/ day pupil is scheduled?	Grade	Absence Type (E)xcused (U)nexcused (S)uspended/Expelled	Class Period Absent							Class Period Returned							FTE Membership Reported	
					1st	2nd	3rd	4th	5th	6th	7th	1st	2nd	3rd	4th	5th	6th	7th	GE	SE
								X	10/1	X	10/1	X	10/1	X	10/1	X	10/1			

Last Name	First Name	# of classes/ day pupil is scheduled?	Grade	Absence Type (E)xcused (U)nexcused (S)uspended/Expelled	Class Period Absent							Class Period Returned							FTE Membership Reported		
					1st		2nd		3rd		4th		5th		6th		7th		GE	SE	