DreamClass

School Attendance & Absence Management Checklist

Use this practical checklist to streamline attendance tracking, reduce admin workload, and keep families informed, without relying on spreadsheets.

Daily Attendance Workflow

- ☐ Mark who was present, absent, or late for each class
- ☐ Distinguish between excused and unexcused absences
- ☐ Add notes or justifications when needed
- ☐ Track late arrivals with timestamps
- ☐ Review attendance before the end of the day, for accuracy

Communication & Notifications

- ☐ Send real-time absence notifications to parents/guardians
- ☐ Ensure contact details are up to date
- ☐ Provide a parent/guardian login to check attendance anytime
- ☐ Use automated alerts instead of manual calls or emails

Weekly Admin Checks

- ☐ Review class-level attendance summaries
- ☐ Identify patterns (frequent absences, recurring lateness)
- ☐ Follow up with students or families when needed
- ☐ Ensure teachers are consistently recording attendance

Reporting & Compliance

- ☐ Generate attendance reports by class and student
- ☐ Export or print reports for audits or submissions
- ☐ Keep records organized and easy to access

☐ Ensure data meets local or regulatory requirements

System & Data Management

☐ Use a centralized system (avoid multiple spreadsheets)
☐ Keep all attendance records in one place
☐ Allow teachers to input attendance directly
☐ Enable real-time updates across staff and admins
☐ Maintain a complete attendance history

Common Mistakes to Avoid

☐ Relying on manual spreadsheets
☐ Delaying attendance entry until the end of the week
☐ Not distinguishing absence types
☐ Lack of parent visibility
☐ No consistent reporting process

What This Checklist Helps You Achieve

☐ Save time on daily attendance tasks
☐ Reduce errors and missing records
☐ Improve communication with families
☐ Stay prepared for reporting and compliance
☐ Keep your school organized as you grow

💡 Next Step

If you want to manage all of this (attendance, communication, and reporting) in one place, consider using a centralized school management system designed for real-world school workflows.