

Home Visit Weekly Attendance

Site: _____

Month / Year: _____

Attendance Codes: C – Completed FC – Family Canceled SC – Staff Canceled

Enter site, month, year, children’s names, & week of.

Child’s Name	Week Of:		Week Of:		Week Of:		Week Of:		Week Of:		Makeup Visits from previous months.	
	Code	Date	Code	Date	Code	Date	Code	Date	Code	Date	Scheduled Date	Makeup Date
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- Instructions:** - For each scheduled visit enter the attendance code & the date the visit was completed or canceled during the month.
 - Canceled visits (parent or staff), enter reason in notes area. (Only enter as canceled if not made up during the month scheduled)
 - Makeup visits from previous months enter the date of original scheduled visit & the date of the makeup visit in the last columns.
 - Enter dates into ChildPlus monthly.