

Portable Attendance Log

Room:

Location (onsite or off-site):

Educator(s) responsible:

Name of Child (First, Last)	Date:	
	Time out	Time IN
Total # of children		

Reflection question: Do I know exactly who is with me, what they need, and where the others are?

Reminders:

- ☐ Have I documented who is with me on the main attendance record?
- ☐ Do responsible educators have emergency contact information for all children and a first aid kit?
- ☐ Do responsible educators have all required medical information for children in their care?

Notes: