

# Ardmore Enterprises, Inc.

HOUSE ATTENDANCE RECORD

NAME OF HOUSE \_\_\_\_\_

MONTH OF \_\_\_\_\_

NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Time out/in																															
Time out/in																															
Time out/in																															
Time out/in																															

SUBMITTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

INSTRUCTIONS: Check each day that the consumer is present. If someone is out for a family visit, vacation, or hospital admissions, note the time they left (out) and the time they returned (in). This will help the following shifts know if the person is absent or present. Place an "A" on the date that the consumer is absent.

*A consumer is present if he or she is in the group home at least 6 hours in a day, OR in the group home overnight.*