



Activity Attendance Sheet

Program: _____ Leader: _____

Participant	Wk 1	Wk 2	Wk 3	Wk 4	Notes (comfort level, adaptations)



Using Attendance Records Well

A simple sheet that helps you plan, report and notice who needs a check-in.

What to record

- Attendance each session, plus brief notes: adaptations used, comfort level, anything to follow up.
- Keep notes factual and kind. Health details belong in your community's official records, not on a shared sheet.

How it helps

- **Spot patterns:** a regular who misses two sessions in a row may need a friendly check-in.
- **Plan better:** see which days, times and activities draw the most people.
- **Report results:** attendance trends support budget requests and program reviews.

Store completed sheets securely and follow your organization's privacy policy.

Sources and more help: General program-management guidance. Follow your organization's documentation and privacy requirements.