

MONTHLY STATISTICAL INFORMATION

Average Daily Attendance Report for the month of _____

School _____

Person Preparing Report _____

		<u>Example</u>
Total Enrollment	_____	225
Times Days in Session, Current Month	_____	225 x 21=4725
Minus Total Absentees	_____	4725 - 78=4647
Divided by Days in Session	_____	4647 ÷ 21=221.2
Equals Average Daily Attendance	_____	221

Fire Exit Drill Information

		Length of Time to
Date	Time of Alarm	Evacuate Building
_____	_____	_____

Lock-Down Drill Information (at least 3 a year)

		Length of Time to
Date	Time of Lock-down	Lock-down Building
_____	_____	_____

Evacuation Drill Information (at least once a year)

		Length of Time to
Date	Time of Evacuation	Evacuate Building
_____	_____	_____

Location chosen for evacuation _____

If you have hired a new teacher during this month, please indicate

Name _____ Grade _____

If a teacher has left your school during this month, please indicate

Name _____ Grade _____

Accident Report:

How many reported accidents during month? _____ (Keep copy on file)

Number this month _____

Did you send a written report on every accident to insurance company? Yes No