DAILY ATTENDANCE AND MEAL COUNT ROSTER  
Child and Adult Care Food Program  

WEEK OF: __________________________ CLASSROOM: ________________________

<table>
<thead>
<tr>
<th>NAME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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Attendance:  
Breakfast:  
AM Snack:  
Lunch:  
PM Snack:  

DAILY TOTAL  

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SIGNATURE  

DATE  

01/2013  

Child Nutrition & Wellness, KSDE
INSTRUCTIONS
Daily Attendance and Meal Count Roster

All sites must keep a daily record of participants in attendance and the daily meal counts by meal type.

1. Enter the dates for this form.
2. Enter the classroom name, if applicable.
3. Enter each participant’s first and last names, normal days and normal hours enrolled for care.
4. Each day, record the daily attendance (A) for each participant.
5. Each day, record the meal for each participant at the point of service.
6. At the end of the day, total each column.
7. At the end of the week, combine daily totals and enter into the weekly total section.
8. Sign and date the form. A second person should double check totals prior to submitting meal counts to KSDE.