

# Weekly Illness Log

Site: \_\_\_\_\_ Classroom #: \_\_\_\_\_

For the week of: \_\_\_\_\_

Date & Time Identified or Absent	Child at <u>H</u> ome or at <u>C</u> enter	Child's First & Last Name	Symptom of Illness or Diagnosis, if known (cough, fever, etc)	Action Taken: Persons notified, Child sent home? Parent/guardian notification & posted?	Staff Initials

This form is to be filled out by teaching staff anytime a child is absent or sent home from the center due to illness. If the family does not call in and a child is absent, the family will be called to determine why the child is absent. If the child is absent due to illness, the form is to be filled in. If a child is sent home ill, the teaching staff fills out an illness report (accident/illness form) and fills in this log. This form is to be kept at the Site/Center with the attendance reports.