|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Name** |  | **Instructor Name** |  | **Date/s of Course**  **Start and Finish Times** |  |
| **Number** | **Student name** | **Student Signature** | | **Date Attended** | **All day**  **Part day** |
| 1 |  |  | |  |  |
| 2 |  |  | |  |  |
| 3 |  |  | |  |  |
| 4 |  |  | |  |  |
| 5 |  |  | |  |  |
| 6 |  |  | |  |  |
| 7 |  |  | |  |  |
| 8 |  |  | |  |  |
| 9 |  |  | |  |  |
| 10 |  |  | |  |  |
| 11 |  |  | |  |  |
| 12 |  |  | |  |  |
| 13 |  |  | |  |  |
| 14 |  |  | |  |  |
| 15 |  |  | |  |  |

|  |
| --- |
| **Instructors notes** (Please list name of student and specific date/s and time/s) |
| Use this space to note any student who has not completed the required hours and reason why eg missed days because of an accident or illness. This provides evidence if it is needed at a future date |

**Instructor acknowledgment:**

**By signing this document, I acknowledge that the above recorded information regarding student attendance is correct.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Instructor name** |  | **Instructor Signature** |  | **Date** |  |