Lead Course Attendance Form

Agency Name		Agency No.	Day of Course	Course ID No.		Date

Type of Course
[ ] Initial [ ] Refresher

Discipline
[ ] Worker-HPB [ ] Super.-HPB [ ] Worker-CBS [ ] Super.-CBS [ ] IRA [ ] Planner/Proj. Design.

	Morning Sign-in			After Lunch Sign-In		End of Day Sign out	
	Print Name	Signature	Time	Signature	Time	Signature	Time
1							
2							
3							
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24							
25							

Instructor Name (print):_____ Signature:_____

*Instructor must note absence of students in the sign-in area for each student not attending today's session