

Date	
Class	
Time Schedule	
Instructor	

IMPORTANT:

Please retain these and have available for one year.

In an effort to improve accountability, all instructors are requested to use this sign-in/sign-out sheet each class session. It is imperative that students sign their own name and be as accurate as possible in regards to the time. Do not use ditto marks. Instructors should use this information in preparing attendance reports.

	Order of Arrival Print Name	Time In	Time Out		Order of Arrival Print Name	Time In	Time Out
1				23			
2				24			
3				25			
4				26			
5				27			
6				28			
7				29			
8				30			
9				31			
10				32			
11				33			
12				34			
13				35			
14				36			
15				37			
16				38			
17				39			
18				40			
19				41			
20				42			
21				43			
22				44			