Attendance sheet – daily sign-in

One line per participant. Each person signs next to their name; the facilitator signs at the bottom.

Session / course title:

Date:

Facilitator / instructor:

Location or meeting link:

Start time – end time:

#	Participant name	Organization / department	Email	Time in	Time out	Hours	Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

Participants present: _____ Absent: _____ Facilitator signature: _____

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