

## Keeping rosters

Please have participants sign in rather than calling roll. The attendance sheet is our proof of attendance.

### Course Session Attendance Sheet

**Course Name:** DD--EPAS Secondary  
**Instructor:** [Redacted]  
**Session Number:** Any Classroom Teacher/Any Building EPAS Training  
**Start Date:** 9/15/2015  
**Maximum Participants:** 200  
**Open Seats:** 185

Make a column to record the number of hours for each participant.

Session Title	No. Units	Unit Type	Hours	Cost
Any Classroom Teacher/Any Building EPAS Training	2	PIR - District Directed Hours	0	0.00

Scheduled Date(s):

Date (MM/DD/YYYY)	Start time (H:MM)	End time (H:MM)
09/15/2015	4:30 PM	7:30 PM

Have each participant SIGN the form!

FirstName	Lastname	Hours	Building	Signature
[Redacted]	[Redacted]	3	C M Russell High School	Micken Mouse
[Redacted]	[Redacted]	2	Great Falls High School	Farran Fawcett
[Redacted]	[Redacted]	3	C M Russell High School	Bruce Willis
[Redacted]	[Redacted]		C M Russell High School	No show
[Redacted]	[Redacted]		East Middle School	No show
[Redacted]	[Redacted]	3	East Middle School	Darth Vader

# TIME RECORD

Name of Workshop: PowerGrade **PIR**

Date of Workshop: 9/11, 9/19 2006 Certified:  Classified/Administrator:

Time: Start 4:00 End 7:00 p.m Instructing:  Not Instructing:   
(check (✓) boxes that apply)

Position Number: \_\_\_\_\_ Distribution Code: \_\_\_\_\_

Leave hours blank.

Include "PIR" at the top.

EMPLOYEE ID NUMBER	EMPLOYEE	HOURS	EMPLOYEE SIGNATURE
<u>1111</u>	<u>Michelle Smith</u>	<u>0</u>	<u>Michelle Smith</u>

Leave the bottom lines blank.

\_\_\_\_\_  
Instructor/Presenter Signature Date

\_\_\_\_\_  
Administrator Signature Date