

Spartanburg Community College Corporate & Community Education

Record of Attendance for Apprenticeship/Contract Training Classes

Course Name:

Course Dates:

Location/Room Number

Time of Class:

Company

Month/Year

Instructor

FOR OFFICE USE ONLY
 Approval Number: _____
 Contract Rate: _____
 Hours Taught: _____

Input the month and day in Header Row, then input the number of hours each student attended per day.

	Names, Alphabetically	Grade														Total Hrs.	Company
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	

Date of Absence	Excused Y/N	Comments about Absence

Check Days Class Meets: Sun Mon Tue Wed Thur Fri Sat

Total Hours:

Instructor Signature:

Instructor please make a copy for your records and forward to your CCE contact at the end of the month or the end of class.