



# Education/Training Attendance Time Sheet

Participant Name \_\_\_\_\_ Case Number \_\_\_\_\_

**Instructions:** This timesheet can be used for any educational and training program.

**Step 1:** Under "Course Name", enter or write the name of the course(s) that the student is currently taking.

**Step 2:** Under each day, the student must enter or write the time they were in school, class and/or lab.

**Step 3:** Total the number of hours the student attended school, class and/or lab each week.

**Step 4:** The student and instructor must sign in the appropriate space when applicable. Online courses such as Alison will require customer's signature only.

Course Name \_\_\_\_\_

Name of School or Online Platform \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Reporting Month: \_\_\_\_\_

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY DUE BY 4PM	SATURDAY	SUNDAY	TOTAL WEEKLY HOURS	SUP. INITIALS
Date ----- Hours	Date ----- Hours	Date ----- Hours	Date ----- Hours	Date ----- Hours	Date ----- Hours	Date ----- Hours		
Date ----- Hours	Date ----- Hours	Date ----- Hours	Date ----- Hours	Date ----- Hours	Date ----- Hours	Date ----- Hours		
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Date ----- Hours	Date ----- Hours	Date ----- Hours	Date ----- Hours	Date ----- Hours	Date ----- Hours	Date ----- Hours		

Participant Signature: \_\_\_\_\_

**\*\*\*PLEASE ATTACH YOUR RECEIPT OR SELF-ATTESTATION FORM\*\*\***

Comments \_\_\_\_\_

Education Hours Done in \_\_\_\_\_

I certify the above-completed hours are correct as listed on this calendar.

**THIS FORM IS DUE EVERY FRIDAY NO LATER THAN 4PM.**

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_



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