



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 | | |
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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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