



SYDNEY U3A INC

ABN 32 251 810 797

COURSE ATTENDANCE SHEET

Region: _____

Venue Co-ordinator: _____

Venue: _____

Course Name: _____

Course Leader: _____

Booking Secretary: _____

Semester: _____

Session: _____

Date: _____ Time: _____

Instructions:

Booking Secretary/Course Leader/Venue Co-ordinator as appropriate:

1. Marks roll at each session using symbols shown in **KEY**
2. Signs and dates form at semester end
3. Sends form to the relevant Regional Course Co-ordinator at semester end

KEY

- ✓ Present
- × Absent without apology
- A Apology

	Name	No	Dates												Email	Phone
1																
2																
3																
4																
5																
6																
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11																
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I _____ (print name) _____ (position) confirm that attendances as indicated above are correct.

Signed: _____ Date: _____