



COURSE ATTENDANCE SHEET

Instructions:

Booking Secretary/Course Leader/Venue Coordinator as appropriate:

1. Marks roll at each session using symbols shown in KEY (below)
2. Signs and dates form at end of each session
3. Sends form to the relevant Regional Course Coordinator at Semester end.

Region	Start Date
Course	Code
Venue	Suburb
Leader	Secretary
Phone No.	Phone No.

Members Enrolled																
	Family Name	Given Name	M/S number	M/S Expiry	Show date of Sessions											
					Phone											
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																

KEY: Present: Y or tick Apology: A Absent: N Visitor: V

