



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		<i>Photo and video consent: while attending any U3A course, class or event, I understand I may be photographed or filmed for publicity purposes. If I do not wish to be photographed or filmed, I will make myself known to the event or class organiser so that my likeness cannot be captured at this course, class or event. More information, including how U3A may use photographs and video, is available at https://sydneyu3a.org/course-administration/</i>
Course	Code		
Venue	Suburb		
Leader	Secretary/Booker		
Phone No.	Phone No.		

Members Enrolled

	FAMILY NAME	GIVEN NAME	M/S NUMBER	M/S Expiry	Phone	email														
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KEY: Present: Y or tick Apology: A Absent: N Visitor: V

