****

**Template 21: Sample Illinois Works Attendance Roster**

**Sample Illinois Works Attendance Roster**

|  |  |  |  |
| --- | --- | --- | --- |
| **ORGANIZATION** |  | **TRAINING DATES (Weekly)** |  |
| **INSTRUCTOR** |  | **TRAINING TIME** |  |
| **MODULE NAME** |  | **MODULE #** |  |
| ***Note: Please*** *use* ***one*** *Roster per Week, documenting Module Name, Training dates, and hours. Participants should print and sign their full name in ink. Participant name must match ID (no Initials/nicknames). Participants are required to sign-in when they arrive for training**.* ***The instructor is responsible for entering the daily Training hours for each participant at the end of the training day, documenting any shortfalls in attendance.*** |
|  |  |  |  |  |  |  |  |  |
|  |  |  | **Training Dates** | **1/5** | **1/6** | **1/7** | **1/8** | **1/9** |
|  |  |  | **Training Hours** | **4** | **4** | **4** | **4** | **4** |
| **#** | **Participant First & Last Name** | **Participant Signature** | **Attendance Notes** |  |
| **1** |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |  |  |
| **13** |  |  |  |  |  |  |  |  |
| **14** |  |  |  |  |  |  |  |  |
| **15** |  |  |  |  |  |  |  |  |
| **16** |  |  |  |  |  |  |  |  |
| **17** |  |  |  |  |  |  |  |  |
| **18** |  |  |  |  |  |  |  |  |
| **19** |  |  |  |  |  |  |  |  |
| **20** |  |  |  |  |  |  |  |  |
| **21** |  |  |  |  |  |  |  |  |
| **22** |  |  |  |  |  |  |  |  |
| **23** |  |  |  |  |  |  |  |  |
| **24** |  |  |  |  |  |  |  |  |
| **25** |  |  |  |  |  |  |  |  |

**Note 1:** Breaks and lunch breaks are not to be included in the hours/ minutes of class.

**Note 2:** Instructor and IWRS Data Entry staff person must/date sign rosters. If there is more than 1 Trainer, both must sign.

|  |
| --- |
| **SIGNATURES** |
| **Instructor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Instructor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **IWRS Data Entry Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |
| **Instructor 2: Name/Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date Roster Received\_\_\_\_\_\_\_\_\_\_ Date Attendance Entered IWRS\_\_\_\_\_\_\_\_\_\_\_\_** |
| **INSTRUCTOR NOTES** |
|  |

*This document was developed by the Office of Illinois Works for the use by Illinois Works Pre-apprenticeship Program grantees.*