

# SCHOOL READINESS 13TH STAFF TRAINING DAY ATTENDANCE SIGN-IN SHEET

## INSTRUCTIONS

### To qualify for reimbursement:

- Attendance must reflect participation by at least 75% of School Readiness child care personnel.
- Each participant must sign the attendance sheet.
- Maintain this document for your records and upload it with your training agenda.
- Training must occur on the approved Staff Training Day selected in your School Readiness Contract.

## PROVIDER INFORMATION

Center Name: \_\_\_\_\_

Provider ID: \_\_\_\_\_

Training Title: \_\_\_\_\_

Training Date: \_\_\_\_\_

Training Start Time: \_\_\_\_\_

Training End Time: \_\_\_\_\_

## ATTENDANCE RECORD

| Employee Name (Print) | Position/Title | Signature | Time In | Time Out |
|-----------------------|----------------|-----------|---------|----------|
| _____                 | _____          | _____     | _____   | _____    |
| _____                 | _____          | _____     | _____   | _____    |
| _____                 | _____          | _____     | _____   | _____    |
| _____                 | _____          | _____     | _____   | _____    |
| _____                 | _____          | _____     | _____   | _____    |
| _____                 | _____          | _____     | _____   | _____    |
| _____                 | _____          | _____     | _____   | _____    |
| _____                 | _____          | _____     | _____   | _____    |
| _____                 | _____          | _____     | _____   | _____    |

## CERTIFICATION

I certify that the information provided above is accurate and that the training was conducted in accordance with School Readiness Staff Training Day requirements.

Provider Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_