



255 North Goodman Street  
Rochester, NY 14607  
ATT: Karen Hobson  
khobson@rochesterworks.org

## Attendance Sheet

(Use one sheet per class.)

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

Class: \_\_\_\_\_

Week #1

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

# of Classes Attended: \_\_\_\_\_

# of Hours Attended: \_\_\_\_\_

Week #2

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

# of Classes Attended: \_\_\_\_\_

# of Hours Attended: \_\_\_\_\_

Week #3

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

# of Classes Attended: \_\_\_\_\_

# of Hours Attended: \_\_\_\_\_

Week #4

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

# of Classes Attended: \_\_\_\_\_

# of Hours Attended: \_\_\_\_\_

Week #5

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

# of Classes Attended: \_\_\_\_\_

# of Hours Attended: \_\_\_\_\_

I certify that the student has attended class for the dates and times listed above.

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**You need to document \_\_\_\_\_ weeks of attendance records  
and return this form to Karen Hobson at RochesterWorks, Inc.**