

Culver City Unified School District

REPORT OF ATTENDANCE
AT IN-SERVICE AND TRAINING SESSIONS

Name of Employee _____ Date _____

Assignment _____ Location _____

Name of Activity _____

Location of Session (s) _____

Dates of Session (s) _____

*Time of Attendance _____ No. of hours _____

* List actual hours of attendance, e.g. 3:30 pm to 5:30 pm. Do not include lunch/dinner breaks. Only time in attendance is allowable. Keep in mind that in order to receive 1 unit of credit, there must be 16 hours of attendance.

VERIFICATION OF ATTENDANCE

Workshop, conference, or in-service leader must verify hours of attendance on this form. My signature verifies that the employee has been in actual attendance to the hours reported exclusive of lunch/dinner breaks.

Date Name and Title

Note: Attach Approval/Request to Attend form (form 1C-16) and submit to Personnel Office within 30 days of date of workshop. Keep a copy for your records.

(To be completed by Personnel Office)

Date received _____

Hours of attendance _____ Approved _____
Assistant Superintendent Human Resources

Forms/repatnd