

CULVER CITY UNIFIED SCHOOL DISTRICT

REPORT OF ATTENDANCE
INDUCTION TRAINING SESSIONS

Name of Employee _____ Date _____

Assignment _____ Location _____

Standard Number and Title _____

Location of Session (s) _____

Dates of Session (s) _____

Time of Attendance _____ Number of Hours _____

List actual hours of attendance, e.g. 3:30 p.m. to 5:30 p.m. Do not include lunch/dinner breaks. Only time in attendance is allowable. There must be 16 hours of attendance to equal one unit of credit. Hours are accumulative.

VERIFICATION OF ATTENDANCE

Induction leader or course trainer 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 and submit to the Office of Human Resources within 30 days of date of course completion. Keep one copy for your records.

(To be completed by the Office of Human Resources)

Date Received _____

Hours of Attendance _____

Approved _____

Assistant Superintendent Human Resources