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| **WORKSHOP** |  | **LOCATION:** |  |
| **DELIEVERD BY:** |  | **INTSRUCTOR NAME:** |  |

**Attendance Sheet for Workshops**

This plan is for tracking attendance at theS4D workshops and need to be filled out by the instructor on every workshop day.

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| **SESSION** | | | | | | **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day 5** | **Day 6** | **Day 7** | **Day 8** | **Day 9** | **Day 10** | **Participant TOTALS** | | | |
| **Present** | **Late** | **Absent** | **Excused** |
| **DATE** | | | | | |  |  |  |  |  |  |  |  |  |  | **/** | **L** | **X** | **E** |
| **PARTICIPANT NAME:** | | | | female | male |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **DAILY TOTALS** | | **PRESENT** | **/** |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **LATE** | **L** |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ABSENT** | **X** |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **EXCUSED** | **E** |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |