

Hampshire Achieves Register

Course Details	
Course Code:	
Course Title:	
Venue:	
Start Date:	
End Date:	
Day of week:	
Time of session:	
Primary Tutor:	
Teaching Assistant:	

Tutor Information
<p>Register information should be recorded on the e-register available via Ontrack. This paper register is provided for use in cases where it is not possible to record the attendance online during the session. The information on attendance should be recorded via Ontrack within 24 hours of the end of the session. If you are not using the e-register yourself then this paper register must be returned to the central administration team at your Centre - not Hampshire Achieves - so they can enter the information for you within the 24 hour deadline.</p>

Register Information	
Attendance and punctuality: Please mark register at the beginning of the session with / for Present or O for absent. If a learner arrives after the register is marked please insert the number of minutes late inside the absence mark	

Tutor Comments	
I certify that the information as shown on this Learner Attendance Register is a correct record.	
Tutor Signature:	
Date	

COURSE: _____

REGISTER Date: _____

Tutor: _____

This document needs to be completed and returned to your local administrator within 24 hours of the end of the session

Learner Name	Date																							
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
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10																								
11																								
12																								
13																								
14																								
15																								

Total Attendance																								
Tutor Initials																								

Please mark register at the beginning of the session with / for Present or O for absent. If a learner arrives after the register is marked please insert the number of minutes late inside the absence mark