

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

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.

Tutor Comments

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

I certify that the information as shown on this
Learner Attendance Register is a correct record.

Tutor Signature:

Date

COURSE: _____
Tutor: _____

REGISTER Date: _____

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

Learner Name	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
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