# Attendance Roster

**Instructions**: Use this form as a starting point for your development efforts. Customize this form, adding relevant information as appropriate or removing information that does not apply to your situation.

**Workshop Name:** [INSERT WORKSHOP NAME]

**Location:** [INSERT LOCATION]

**Trainer:** [INSERT TRAINER NAME]

**Coordinator:** [INSERT NAME]

**Date:** [INSERT DATE]

**Start Time:** [INSERT TIME]

**End Time:** [INSERT TIME]

**Phone:** [INSERT PHONE NO.]

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| Printed Name | E-mail Address | School and District |
| 1. [INSERT NAME]
 | [INSERT E-MAIL] | [INSERT INFO] |
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