



**When to Use
This Form**

This form is to be used to properly document meeting attendance.

**Reviewed
Procedures**

None

The applicable sections of the above procedure(s) shall be reviewed prior to completing this form.

**Documentation
Procedure**

1. Each employee in attendance must print and sign their name on the form.
2. Form shall be retained in compliance with applicable regulations.



Date: _____

District Location: _____

Topic: _____

Instructor: _____

Short detail of topics discussed:

Employee Name	Employee Signature