## C:\Users\Ghada\Desktop\ksu_masterlogo_colour_rgb.pngKING SAUD UNIVERSITY

## COOP EDUCATION PROGRAM

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**Attendance Sheet**

|  |
| --- |
| **Trainee Information** |
| **Name** |  |
| **ID** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Absents**  | **No. of Min/Hours Late** | **Remarks** |
| WEEK 1 |  |  |  |
| WEEK 2 |  |  |  |
| WEEK 3 |  |  |  |
| WEEK 4 |  |  |  |
| WEEK 5 |  |  |  |
| WEEK 6 |  |  |  |
| Week 7 |  |  |  |
| Week8 |  |  |  |
| Week 9 |  |  |  |
| Week 10 |  |  |  |
| Week 11 |  |  |  |
| Week 12 |  |  |  |
| Week 13 |  |  |  |
| Week 14 |  |  |  |

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Training Supervisor Name** |  |
| **Department** |  |
| **Training Supervisor Signature** |  |
| **Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Week 1** | **Arrival time** | **Departure time** | **Remarks** |
| Sunday |  |  |  |
| Monday  |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| **Week 2** | **Arrival time** | **Departure time** | **Remarks** |
| Sunday |  |  |  |
| Monday  |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| **Week 3** | **Arrival time** | **Departure time** | **Remarks** |
| Sunday |  |  |  |
| Monday  |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| **Week 4** | **Arrival time** | **Departure time** | **Remarks** |
| Sunday |  |  |  |
| Monday  |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| **Week 5** | **Arrival time** | **Departure time** | **Remarks** |
| Sunday |  |  |  |
| Monday  |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| **Week 6** | **Arrival time** | **Departure time** | **Remarks** |
| Sunday |  |  |  |
| Monday  |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| **Week 7** | **Arrival time** | **Departure time** | **Remarks** |
| Sunday |  |  |  |
| Monday  |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| **Week 8** | **Arrival time** | **Departure time** | **Remarks** |
| Sunday |  |  |  |
| Monday  |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| **Week 9** | **Arrival time** | **Departure time** | **Remarks** |
| Sunday |  |  |  |
| Monday  |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| **Week 10** | **Arrival time** | **Departure time** | **Remarks** |
| Sunday |  |  |  |
| Monday  |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| **Week 11** | **Arrival time** | **Departure time** | **Remarks** |
| Sunday |  |  |  |
| Monday  |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| **Week 12** | **Arrival time** | **Departure time** | **Remarks** |
| Sunday |  |  |  |
| Monday  |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| **Week 13** | **Arrival time** | **Departure time** | **Remarks** |
| Sunday |  |  |  |
| Monday  |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| **Week 14** | **Arrival time** | **Departure time** | **Remarks** |
| Sunday |  |  |  |
| Monday  |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |