

SESSIONS SIGN IN SHEET

This sheet will be used to record any trainings (to include meetings) and workshops attended. This form must be submitted to the CETL by **4:30pm on the 2nd and 17th of each month** (if applicable) and should be done in **ink**.

In the section "Event Attended", please list if you attended a meeting, training or workshop in addition to listing the name of the workshop or training in which you participated.

Name: _____ MSU ID#: _____

Date	Time	Event Attended	Facilitator

I certify that all hours have been recorded accurately:

Mentor Signature: _____ **Date:** _____



FOR OFFICE USE ONLY:

Coordinator Signature: _____ Date: _____