

Sample Roster

Heartland Community College COMMUNITY EDUCATION - ATTENDANCE/FINAL GRADE ROSTER

Course Title:	Country Basket Weaving I	Beginning Date of Class:	9/19/2006	Start/End Time:	6:30 PM-8:30 PM (Tu)
Course Number/Section:	ARTCRAFT 1006 A	Ending Date of Class:	10/10/2006	Instructor:	
Semester:	Current semester	Days:	Tu	Midterm Date:	None
Credit Hours:	0	# Sessions:	4	Program Manager:	
Course Code:		Course Location:	Bloomington High Room 155 (Tu)	2	3

PARTICIPANT INFORMATION		DATES OF TRAINING				Final Grade
Student Name	EMPLID #	9/19	9/26	10/3	10/10	
Caldwell, Jennifer		√	√			X
Nelson, Deb						NS
Phelps, Cathy		√	√	√	√	CP

Instructions for completing roster

1. Mark attendance for each student
2. If a make-up date was necessary please add date to roster
3. Enter final grades (see below)
4. Sign & return complete roster along with Course Evaluations to Community Education in the envelope provided as soon as the class ends. If you have any questions please contact our office at 268-8160

CP - Completed Course (attended most or all sessions)

X - No grade judgment (attended sporadically)

NS - No Show (attended no sessions)

I hereby certify that the above grades accurately reflect student completion of this course. *Please sign and date each page.*

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I. M. Instructor

Instructor Signature

Date