Jefferson Community College Radiologic Technology Program Attendance Form

Instructions: Fill in each day with the date, time in and time out. The CI/ preceptor, or designated technologist must initial both the in and out times. If a student is absent on a scheduled clinic day, he or she must fill in the date and write the word absent. All make-up time must be listed at the **END** of the attendance form with the appropriate date, and must correspond with the submitted make-up time contract.

Tardiness is not permitted. Students are to be ready for work at 7:30 a.m. After the second tardy the CI/ preceptor is to send the student to Kim Hayse for counseling. The student will be deducted points in the attendance area of the notebook.

Student Name _____ Semester _____

Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
_/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out: :_____ ID: _____	__/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out: _____ ID: _____
__/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out :_____ ID: _____
__/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out: _____ ID: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
_/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out: :_____ ID: _____	__/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out: _____ ID: _____	__/__/__ In: _____ ID: _____ Out: _____ ID: _____
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