

Attendance Sheet
Week of Monday, _____/_____/_____

Complete and submit one Attendance Sheet on paper each week. Provide information on each of your assigned groups and each mentee in each group. Use a checkmark (✓) to indicate attendance. For the participation rating, use the scale below.

*Use this participation rating scale:

5 = made a distinct contribution (Constructive)

4 = active but provided minimal contribution (Participative)

3 = reluctant to participate (Withdrawn)

2 = not focused (Distracted)

1 = Disruptive

0 = Absent

Site 1

Group 1 Mark if no meeting/session canceled (✓): _____

Location: Room _____ Date: ____/____/____ Time: from _____ to _____

Name	ID#	Locator:	Attended? (✓)	Participation Rating (0-5)*:

Group 2 Mark if no meeting/session canceled (✓): _____

Location: Room _____ Date: ____/____/____ Time: from _____ to _____

Name	ID#	Locator:	Attended? (✓)	Participation Rating (0-5)*:

Site 2

Group 1 Mark if no meeting/session canceled (✓): _____

Location: Room _____ Date: ____/____/____ Time: from _____ to _____

Name	ID#	Locator:	Attended? (✓)	Participation Rating (0-5)*:

Group 2 Mark if no meeting/session canceled (✓): _____

Location: Room _____ Date: ____/____/____ Time: from _____ to _____

Name	ID#	Locator:	Attended? (✓)	Participation Rating (0-5)*: