



STANDARDIZED ATTENDANCE SHEET

CHICAGO POLICE DEPARTMENT

Page _____ of _____

In order to obtain training record credit, this attendance sheet must be completed for all classroom sessions. Participants must print LEGIBLY to receive credit.

- All participants must sign-in. Department members must provide a PC # to ensure proper credit.
- Email all completed pages to the Education and Training Division within 3 business days of session.
From any networked Xerox, choose the "Email" option and send to trainingrecords@chicagopolice.org.

COURSE INFORMATION		SESSION INFORMATION	
Code:	CPD Contact::	Start Date:	Time:
Title:		End Date:	Time:
Instructor(s):		Today's Date:	Total Days of Session
		Location:	

#	Family Name (Last)	Given Name (First)	User ID (PC#)	Employee #	Title Code	Unit/Agency	Signature
1							
2							
3							
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14							
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