

# Attendance Record Form Sample

Use this **attendance record form sample** to efficiently track participant presence during meetings. It ensures accurate documentation of attendees and aids in maintaining organized records. Ideal for both formal and informal meeting settings.

| No. | Name | Department/Position | Signature | Time In | Time Out | Remarks |
|-----|------|---------------------|-----------|---------|----------|---------|
| 1   |      |                     |           |         |          |         |
| 2   |      |                     |           |         |          |         |
| 3   |      |                     |           |         |          |         |
| 4   |      |                     |           |         |          |         |
| 5   |      |                     |           |         |          |         |

Meeting Title:

Date:

Time:

Location: