

# Online Training Session Attendance Record Form

This **online training session attendance record form** sample helps efficiently track participant presence during virtual learning events. It streamlines data collection by allowing easy input of attendee names, dates, and session details. Using this form ensures accurate record-keeping for compliance and performance evaluation.

Session Title

Session Date

Instructor / Facilitator

Platform Used

Zoom

## Attendees

#	Participant Name	Email	Status (Present/Absent)	Comments
1	<input type="text"/>	<input type="text"/>	Present <input type="button" value="▼"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	Present <input type="button" value="▼"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	Present <input type="button" value="▼"/>	<input type="text"/>

Additional Remarks