

Virtual Training Attendance Record Form Sample

This **virtual training attendance record form** sample streamlines tracking participant engagement during online sessions. It ensures accurate documentation of attendance for effective training management. Ideal for organizations conducting remote learning or professional development programs.

Training Title:

Date:

Trainer/Facilitator:

Platform Used:

Participant Attendance

No.	Participant Name	Email Address	Time Joined	Time Left	Presence (<input type="checkbox"/> / <input type="checkbox"/> →)	Remarks
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Submit Attendance Record