

Excel Training Attendance Record Form Sample

Use this **Excel training attendance record** form sample to efficiently track participant presence in training sessions. It provides a clear layout for recording names, dates, and attendance status. Ideal for organizers seeking organized and accurate attendance management.

Training Attendance Record

No.	Participant Name	Session Date	Attendance Status (Present/Absent/Late)	Remarks
1	Jane Smith	2024-07-10	Present	-
2	John Doe	2024-07-10	Late	Arrived 10 min late
3	Maria Garcia	2024-07-10	Absent	Sick leave