# Remote Training Attendance Tracker

## Training Details

**Training Title:**

**Date(s):**

**Platform:**

**Facilitator(s):**

**Department/Division:**

## Attendance Record

| # | Employee Name | Employee ID | Email | Attendance Status | Sign-in Time | Sign-out Time | Remarks |
|---|---|---|---|---|---|---|---|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |

## Important Notes

- This document should be completed accurately for compliance and audit purposes.
- Attendance status must reflect actual participation (e.g., Present, Absent, Partial).
- Only official sign-in and sign-out times should be recorded.
- Keep this tracker securely and retain copies as per company policy.
- Any discrepancies or issues must be noted in the 'Remarks' column and reported.