## Admin Group Supervision Sign-In Sheet

## Please read the following instructions:

- 1. Use one sign-in sheet per session.
- 2. Record the date (mm/dd/yy) and print name of the supervisor and her/his credentials. For auditing purposes, record the Start Time at the beginning of this supervision session and the End Time when the session adjourns. Circle whether AM or PM.
- 3. Print names of attendees and acquire signatures.
- 4. Record the number of hours attended in the column on the right (i.e. 1 hour and 15 minutes = 1.25 hours. Please round to the nearest 15 minutes). If an attendee does not stay for the entire session, record the actual hours attended in this column.

Date:	Start Time:	am/pm
	End Time:	am/pm
Supervisor (please print):		Credentials:
Print Name		Sign Name
Supervisor Signature:		
Topics Discussed: see agenda attached		