

## Attendance Sheets

The attendance sheets are important documents in the cooperation between you, us (LTC) and our customers. They are the basis for your trainer invoice and for our invoices to the companies.

The following points are thus very important:

- Please make sure **you write down the date and the duration** of the course.
- Please have the participant **sign their attendance** on the given date.
- If the participant is absent, please use one of the **given symbols to state why a participant is absent**. I.e. B = business trip, H = Holiday, M = Meeting, S = Sick, T = Training and W = Work.
- If your class was cancelled **too late** please put down the **date and duration** and **CTL** or **NS** if the participant does not show up.
- If your class was cancelled on time, **do not write down anything**, simply continue writing once the next session takes place. Otherwise there won't be enough space for the planned number of sessions.
- If you see that a signature is missing right before billing, but the lesson took place, please write a short note on the attendance sheet or a message in the invoice tool, stating that the participant forgot to sign.
- Some clients **require exact reporting** which is why we need a reason for absences and some clients require us to give certificates, which cannot be given unless the attendance sheets are **complete and readable**.
- When sending us the attendance sheets, make sure that **you scan them and not just take a picture via phone** (see image below). The image will become unreadable once printed out. You could also use the app "**Tiny Scanner**" which enables you to take a picture with your phone and the app turns the file into a scanned file.  
<https://play.google.com/store/apps/details?id=com.appxy.tinyscanner&hl=en>
- For the customer billing, we are required to attach attendance sheets that have been rescanned and they need to be readable (see image below)

**This is ideal: scanned with a scanner or Scan-App:**

**Anwesenheitsliste**

Kurs-Nr.: [redacted] Name: [redacted] Durchschritt: [redacted] Abmeldung: [redacted]

Kurs-Nr. Rd.: [redacted]

Kunde: [redacted]

Ziel: [redacted] Relative Teilnahme: [redacted]

Standard-IG: [redacted]

Teilungsort: n.V. [redacted]

Trainer: [redacted]

Kursleiter: [redacted]

Platzes 00 bis: 1 2 3 4 5 6 7 8 9 10

Datum / Date: 20.5

Dauer: in 20 60 Min

Duration: oder / or

in 10 15 20 Min

Teilnehmer / Participants: [redacted]

Bitte bestätigen Sie Ihre oder Teilnahme und Ihren Namen/Name(s). Bei Abwesenheit: [redacted]

Please confirm attendance with your signature. If absent: [redacted]

At absence: Tn = Training, W = Workshop, n = None, F = Training, W = None

Teilnehmer / If filled in completely, please use: [redacted]

AG = AG Show, CT = Cancelled Top Line

Language Training Center, 09.05.17

**Not like this, please: The duration is missing and reasons for absences, and it is a picture taken via phone.**

**This is how it looks when we print it out and rescan it:**