



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Attendance Documentation & Monitoring

Effective Date: August 2018

TITLE: Attendance Documentation

RATIONALE: To ensure that attendance is documented and monitored in a manner that is consistent with accrediting and/or governing bodies

POLICY:

INITIAL EDUCATION COURSE - Students enrolled in initial education courses must sign in upon arrival using the designated form and including the following:

- Name
- Arrival Time
- Departure Time

Instructors of Initial Education Courses are required to review and validate student attendance reported on the designated form by providing his/her initials next to each student's name.

CONTINUING & INDUSTRY EDUCATION COURSE - A student participating in continuing education courses is required to sign the designated form and include, at a minimum, the following:

- Name (printed)
- Signature
- WVOEMS Certification Number (if applicable)

COMMUNITY EDUCATION COURSE - A student participating in community education programs must sign in on the designated form and include, at a minimum, the following:

- Name
- Email Address/or appropriate contact information

All Instructors, regardless of the course, must remain vigilant and make notations on the designated form to reference participants who arrive late or leave early. All documentation must be submitted along with the instructor's time sheet to the Education Director.

RESPONSIBLE PERSONNEL:

Education Director, Instructional faculty, students