**Organization Attendance Record**

|  |
| --- |
| Host Organization:  Contact Person at Host Organization:  Intern’s Name: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Internship Dates** | **Time** | **Total Hours Worked** | **Present (P) / Absent (A)**  **Late (L) / Early Departure (ED)+min.** |
| Day 1 YYYY / MM / DD | From to |  |  |
| Day 2 YYYY / MM / DD | From to |  |  |
| Day 3 YYYY / MM / DD | From to |  |  |
| Day 4 YYYY / MM / DD | From to |  |  |
| Day 5 YYYY / MM / DD | From to |  |  |
| Day 6 YYYY / MM / DD | From to |  |  |
| Day 7 YYYY / MM / DD | From to |  |  |
| Day 8 YYYY / MM / DD | From to |  |  |
| Day 9 YYYY / MM / DD | From to |  |  |
| Day 10 YYYY / MM / DD | From to |  |  |
| Day 11 YYYY / MM / DD | From to |  |  |
| Day 12 YYYY / MM / DD | From to |  |  |
| Day 13 YYYY / MM / DD | From to |  |  |
| Day 14 YYYY / MM / DD | From to |  |  |
| Day 15 YYYY / MM / DD | From to |  |  |

*Signature of Contact Person at Host Organization*

*Signature of Candidate-Intern*