

ALABAMA FIRE COLLEGE
ROSTER/ENROLLMENT SHEET

Course Title:_____

Host Department:_____

Instructor Name:_____

Course Coordinator:_____

Course Date:_____

					CLASS DATES									
#	(TYPE OR PRINT)		DATE OF BIRTH	DEPARTMENT NAME										
	LAST NAME	FIRST NAME												
1														
2														
3														
4														
5														
6														
7														
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17														
18														
19														
20														
21														
22														
23														
24														
25														
	TOTAL ENROLLMENT			DAILY TOTALS										
				TOTAL				GRAND TOTAL						

Roster/Enrollment Sheet Guidelines

- The Class Roster Sheet must be filled out at the first class meeting.
- The Class Roster Sheet must be present and reflect current attendance at all meetings.
- Attendance should be taken from the Class Roster Sheet at the scheduled start time of each class meeting.
- All students must accomplish the class hours prescribed for the course- enter course hours completed, not a line, “x”, or check mark.
- The hours and dates on the Class Roster Sheet must correspond with the course schedule.
- The names should be typed or printed as they are to appear on their certificate.
- The Emergency Care Provider course requires final grades to be sent in with this enrollment at the end of the course.
- The Class Roster Sheet, must be submitted for all certification courses.
- Please use black ink.

Absence Policy

Some true student emergencies may occur that the host chief and instructor may choose to accommodate.

As the person having the responsibility to meet the attendance requirements of a certification course, the host fire chief is also in the best position to make a judgment about whether a makeup class should be granted to a student who has been absent, what kind of excuse warrants any makeup, and how the makeup hours are accomplished. Absence from a scheduled course and make-up work must be noted on the class enrollment sheet.