



Office of Faith Formation and Lay Ecclesial Ministry
Directory for Catechesis

ATTENDANCE RECORD
For Core Courses & Local Programs

PROGRAM TITLE	DATES
CONTACT PERSON	NO. SESSIONS
FACILITATOR/PRESENTER	TIME/S AM/PM - AM/PM
PROGRAM SITE	CITY
INSTRUCTOR'S SIGNATURE	Date

INSTRUCTIONS:

- Record attendance for all participants. Participants receive credit (full or partial) based on the number of sessions attended.
- Attach the completed PARTICIPANT INFORMATION FORM to this attendance record.

Return **ATTENDANCE, PARTICIPANT INFORMATION, and EVALUATION** forms to:

Office of Faith Formation and Lay Ecclesial Ministry
225 Elm Street
Youngstown, Ohio 44503
FAX 330-744-5899

NAME	ONE DAY EVENT			SERIES OF DAYS/DATES												
	SESSION 1	SESSION 2	SESSION 3													
1.																
2.																
3.																
4.																
5.																
6.																
7.																
8.																
9.																
10.																
11.																
12.																
13.																

Total number of persons attending for ongoing formation and not listed above: _____.

<i>For Office Use Only</i>
Date Received
Course Code
Reviewed by/Date
Entered by/Date

