

Attached is a copy of the Sign-In Agreement that all students are required to complete. We are planning to use this as a supplement for the Roster Report Form to track attendance on the students end. Our classes are also heavily discussion and participation based, so our instructors are constantly checking in to ensure that students are present throughout the class. They perform regular checks before and after every break (approximately every hour), and administer a short quiz after each chapter of the workbook. We limit the number of students allowed to register for each Zoom class to ensure that instructors are able to track each student individually. At the conclusion of each class, the instructor is required to complete an attendance sheet to confirm which students have successfully completed the course prior to our office administering certificates. This roll sheet is fairly basic, but I have attached a copy for you as well.