



MCAST

Apprentice Attendance Sheet

Employer Details

Company Name: _____

Contact

Person: _____

Email: _____

Telephone: _____



Apprentice Details

Name: _____

ID NO: _____

Email: _____

Mobile: _____

Postage
Address: _____

Course: _____

Attendance Section

	Period 7 - 18th March 2022 - 14th April 2022						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
WK 1						18	19
							P/H
WK 2	20	21	22	23	24	25	26
WK 3	27	28	29	30	31	1	2
					P/H		
WK 4	3	4	5	6	7	8	9
WK 5	10	11	12	13	14		

Options:

(Fill in the above form using the below options ONLY)

P - Present**A - Absent****E - Excused (At school)****S/D - Shutdown****V/L - Vacation Leave****P/H - Public Holiday****S/L - Sick Leave (with medical certificate)****Deadline Date: 20th April 2022**

Signature of Apprentice

Signature & Stamp of Employer

Attendance Sheets must reach the MCAST Apprenticeship Department by not later than the first week of the following month**For Official Use Only**

Official's Signature: _____

Received by MCAST on: _____

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