



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 6 - 18th February 2022 - 17th March 2022						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
WK 1						18	19
WK 2	20	21	22	23	24	25	26
WK 3	27	28	1	2	3	4	5
WK 4	6	7	8	9	10	11	12
WK 5	13	14	15	16	17		

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: 22nd March 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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