|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CAMPUS NAME | FRIDAY SHIFT DATE | SHIFT START TIME | SHIFT END TIME | OFFICER NAME |
|  |  |  |  |  |

**Friday’s Campus Attendance Log**

|  |  |
| --- | --- |
| **Any classes or events today?** | **If yes, list time/s of class or event** |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Hour** | **# of Staff/Faculty on site** | **# of Students on site** | **Total for hour** |
| **0800-0900** |  |  |  |
| **0900-1000** |  |  |  |
| **1000-1100** |  |  |  |
| **1100-1200** |  |  |  |
| **1200-1300** |  |  |  |
| **1300-1400** |  |  |  |
| **1400-1500** |  |  |  |
| **1500-1600** |  |  |  |
| **1600-1700** |  |  |  |
|  | **Total # of persons on campus** |  |

|  |
| --- |
| **Comments/Notes** |

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**Attendance log must be completed for each Friday shift, even if the total count is zero.**

**Please forward a copy to me by email. Thank you for your cooperation. David.**