



# BOOT CAMP CLASS ATTENDANCE FORM

Under current public health protocols, BTVI is required to establish and maintain a register of every person who attends face-to-face instructional sessions for a period of 15 minutes or more. This includes all students, instructors and visitors/guest speakers. Anyone who is not on the official class register is considered a visitor. If a student, instructor or visitor tests positive for coronavirus (COVID-19), a current and accurate face-to-face attendance register will allow BTVI to immediately identify anyone who has been in close contact with that person.

**ALL persons who will be physically present on the premises must present a form of photo identification to the Security Officer/Designate and sign the register below prior to entering the campus.**

Course Name: \_\_\_\_\_ Course Code: \_\_\_\_\_  
 Instructor's Name: \_\_\_\_\_ Room Number: \_\_\_\_\_  
 Day and Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Semester/Session:  Fall  Spring  Summer / Class Meeting Day(s): \_\_\_\_\_

## STUDENTS

The Security Officer/Designate must view the photo identification before the student initials the form.

	Name of Student (Please Print)	Email Address and Phone Contact	Arrival Time	Initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

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**Instructors/Guests**

**The Security Officer/Designate must view the photo identification before the instructor/guest initials the form.**

	<b>Name of Instructor/Guest (Please Print)</b>	<b>Email Address and Phone Contact</b>	<b>Arrival Time</b>	<b>Initials</b>
1				
2				
3				
4				
5				
6				

Received by: \_\_\_\_\_

Date: \_\_\_\_\_