

ALABAMA FIRE COLLEGE ROSTER / ENROLLMENT SHEET

COURSE TITLE: _____

COURSE COORDINATOR: _____

HOST DEPARTMENT: _____

COURSE DATE: _____

INSTRUCTOR NAME: _____

#	(TYPE OR PRINT)		SOCIAL SECURITY #	DEPARTMENT	CLASS DATES															
	LAST NAME	FIRST NAME			CLASS ATTENDANCE - IN HOURS															
1																				
2																				
3																				
4																				
5																				
6																				
7																				
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21																				
22																				
23																				
24																				
25																				
	TOTAL ENROLLMENT				DAILY TOTALS															
					TOTAL					GRAND TOTAL										

- * The Class Roster Sheet must be filled out at the first class meeting
- * The Class Roster Sheet must be present and reflect current attendance at all meetings
- * Attendance should be taken from the Class Roster Sheet at the scheduled start time of each class meeting
- * All students must accomplish the class hours prescribed for the course
- * The hours and dates on the Class Roster Sheet must correspond with the course schedule
- * The names should be typed or printed as they are to appear on their certificate
- * The First Responder course requires final grades to be sent in with this enrollment at the end of the course
- * The AFC&PSC Form 07, Class Roster Sheet, must be submitted for all certification courses

Absence Policy

Some true student emergencies may occur that the host chief and instructor may choose to accommodate.

As the person having the responsibility to meet the attendance requirements of a certification course, the host fire chief is also in the best position to make a judgment about whether a makeup class should be granted to a student who has been absent, what kind of excuse warrants any makeup, and how the makeup hours are accomplished. Absence from a scheduled course and make-up work must be noted on the class enrollment sheet.