



BUFFALO PUBLIC SCHOOLS  
CAREER & TECHNICAL  
EDUCATION

# BUFFALO PUBLIC SCHOOLS CAREER & TECHNICAL EDUCATION

## Daily Log/Attendance Report

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**Student Name:**

**Work Site:**

**Student:** You must write a summary of activities observed and/or performed for each day.

**Mentor:** Please initial the attendance column at the end of each date the student worked.

| Date | Time In | Time Out | Activities Observed and/or Performed | Mentor's Initials |
|------|---------|----------|--------------------------------------|-------------------|
|      |         |          |                                      |                   |
|      |         |          |                                      |                   |
|      |         |          |                                      |                   |
|      |         |          |                                      |                   |
|      |         |          |                                      |                   |
|      |         |          |                                      |                   |
|      |         |          |                                      |                   |
|      |         |          |                                      |                   |

**See back for more entries and mentor signature – use additional sheets if needed**



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| Date | Time In | Time Out | Activities Observed and/or Performed | Mentor's Initials |
|------|---------|----------|--------------------------------------|-------------------|
|      |         |          |                                      |                   |
|      |         |          |                                      |                   |
|      |         |          |                                      |                   |
|      |         |          |                                      |                   |
|      |         |          |                                      |                   |
|      |         |          |                                      |                   |
|      |         |          |                                      |                   |

Mentor Comments (optional):

Mentor's Name:

Mentor Signature: \_\_\_\_\_

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