



## Skill Development Outside Attendance Report

This attendance form is to be used when you are attending an approved activity outside of the Skills Development hours or off-site. It is your responsibility to attach verification **OR** the signature of your Employment & Engagement Specialist.

***\*Outside Attendance forms must be turned in by 10:00 a.m. on Monday mornings.***

Name:  Date:

Activity:

Amount of Time Spent on activity:

Location of activity:

Client Signature

Employment and Engagement Specialist  
Signature