Health Rocks!

Instructions for Trainers/Leaders: Completing the Attendance Forms

The Attendance Form is meant to help you keep track of who you have trained and how many hours they completed. This will help you complete the Output Report Form. You will complete one attendance form for each group for which you do Health Rocks training.

ID#
Give an ID number to each person who attends your program. Each number should be different for each person. For example, Jean will be #1, Kathy will be #2.

NAME
List the person's last and first names, in that order, separated by a comma. Example: Smith, Joe.

GENDER/SEX
Place an "M" in the blank if the person is male (boy); "F" if female (girl).

AGE
Write the age of the person (for example if the person is 13 years, write "13").

GRADE
Place the number of the grade the participant is currently enrolled. If the training took place during the summer, list the grade most recently completed. See chart below:
3 – 3th grade or younger   7 – 7th grade
4 – 4th grade   8 – 8th grade
5 – 5th grade   9 – 9th grade
6 – 6th grade   10 - 10th grade or younger

RACE
Use the chart below to specify the race of the participant.
C – Caucasian   AS – Asian
AF – African American/Black   M - Multi-race
N – Native American   U – Unknown

ETHNICITY
If the participant is of Hispanic/Latino descent, place a "Y" in the blank. If they are not of Hispanic/Latino descent, place an "N" in the blank.

RESIDENCE
If the participant lives in a town/city over 50,000 in population, list "Urban"; if the population is between 10,000 and 50,000, list "Suburban"; if less than 10,000 list "Rural".

PARENTS/CAREGIVERS INVOLVED
How many parents or caregivers of the participant were present during training? Place a number (0, 1, or 2) in the blank.

HOURS COMPLETED
List the number of training hours this participant completed for each session. For each day that you have Health Rocks training, enter the number of contact hours each participant had. For example, if you conduct HR! Training on June 20 for 1.5 hrs., write "June 20" under where it says "hours completed on". Then in that column, for each of those who completed 1.5 hrs, write 1.5 hrs.