

Daily Attendance Sheet



Student Name		KKU ID Number	
Program	() Pharmaceutical Sciences		() Doctor of Pharmacy
Rotation Site		Rotation Type	

Instructions

- This attendance sheet must be signed by the intern every day and submitted along with the evaluation form at the end of the rotation to the EEO via email.
- The intern must inform his or her preceptor of any absence or lateness one day before its occurrence.
- If the intern was late or absent for ≤ 3 days, he or she has to make up the missed hours within his or her training period by performing extra hours with the coordination of the preceptor. Failure in doing that may result in canceling the rotation.
- The preceptor should inform the EEO if absence exceeds 3 days via email.

W	Day	Date	Time In	Intern Signature	Time Out	Intern Signature
Week 1	1	/ /20	: AM/PM		: AM/PM	
	2	/ /20	: AM/PM		: AM/PM	
	3	/ /20	: AM/PM		: AM/PM	
	4	/ /20	: AM/PM		: AM/PM	
	5	/ /20	: AM/PM		: AM/PM	
Week 2	6	/ /20	: AM/PM		: AM/PM	
	7	/ /20	: AM/PM		: AM/PM	
	8	/ /20	: AM/PM		: AM/PM	
	9	/ /20	: AM/PM		: AM/PM	
	10	/ /20	: AM/PM		: AM/PM	
Week 3	11	/ /20	: AM/PM		: AM/PM	
	12	/ /20	: AM/PM		: AM/PM	
	13	/ /20	: AM/PM		: AM/PM	
	14	/ /20	: AM/PM		: AM/PM	
	15	/ /20	: AM/PM		: AM/PM	
Week 4	16	/ /20	: AM/PM		: AM/PM	
	17	/ /20	: AM/PM		: AM/PM	
	18	/ /20	: AM/PM		: AM/PM	
	19	/ /20	: AM/PM		: AM/PM	
	20	/ /20	: AM/PM		: AM/PM	
Week 5	21	/ /20	: AM/PM		: AM/PM	
	22	/ /20	: AM/PM		: AM/PM	
	23	/ /20	: AM/PM		: AM/PM	
	24	/ /20	: AM/PM		: AM/PM	
	25	/ /20	: AM/PM		: AM/PM	

Preceptor Name			
Preceptor Signature		Date	

Please send this sheet along with the evaluation form via email on the last day of the rotation to the Experiential Education Office (EEO) at EEO.pharmacy@kku.edu.sa