

HEAD START TRAINING DOCUMENTATION FORM

Date:

Location:

Trainer(s):

Topics covered: (Note: attach master copies of agenda, notes, handouts, etc.)

Driver/Monitor Name (print)	Driver/Monitor Signature

*Note: Attach copies of handouts, agendas, and exams, if any, to this form.
Keep completed sign-in sheet in your Program’s general training file.*

Source: Head Start Driver and Monitor Preservice, Pupil Transportation Safety Institute (PTSI)