INSTITUTIONAL ATTENDANCE REGISTER
(For use of this form see TRADOC Reg 350-18)

DATE _____
PAGE _____ OF _____

TYPE OF ASSEMBLY (CHECK ONE) ☐ SINGLE ☐ MULTIPLE (2)	ASSEMBLY CONDUCTED (CHECK ONE) ☐ STUDENT ☐ STAFF/FACULTY	HOURS	COURSE	SCHOOL YEAR

RCTI (School, Academy, RTS, etc.)   **Address (Class location)**

SIGNATURE (SIGN IN/OUT)	NAME (TYPED OR PRINTED)	RANK	MOS	ADDRESS (UNIT OF ASSIGNMENT)
IN				
OUT				
IN				
OUT				
IN				
OUT				
IN				
OUT				
IN				
OUT				
IN				
OUT				
IN				
OUT				

The above attendance is certified correct

Typed or printed Name, Grade and Title   **SIGNATURE**

TRADOC FORM 270-R-E, (FEB 2007)   Previous editions are obsolete