# Sample Sign-In Sheet

This sign-in sheet can be used for Community Engagement Council information sessions and meetings.

The Mississippi Department of Education provides a sample sign-in sheet on the following page as an example. Districts are not required to use this sign-in sheet. However, districts will need to submit sign-in sheets as part of their reporting requirements.

# Sample Sign-In Sheet

## Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/District Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date and Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **First Name** | **Last Name** | **Email Address** | **Check all that apply.** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent/**  **Guardian** | **Student** | **Community Member** | **Business Owner** | **Early Childhood Rep.** | **Higher Education Rep.** | **K–12**  **Rep.** | **Other**  **(Please specify.)** |
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