



Program Sign-In Sheet

****All sign-in sheets must be returned to LINK within five business days of the event.****

Please complete the following information and submit to LINK at link@ucf.edu, fax to (407)823-3847, or bring to Howard Phillips Hall room 216 immediately following the program.

Due to FERPA Laws, an employee of the sponsoring department MUST sign in students' names and UCFID numbers. Students may NOT fill this out on their own.

Program Name: _____ Date: _____

Location: _____ Department: _____

Contact Person: _____ Phone: _____

Total Overall Attendance: _____

(We require a count of all students in attendance, regardless of class standing)

	Student Name (print neatly) ALL STUDENTS please sign in- regardless of class standing	UCFID (formerly PID)	Knights' Email
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