

Sample list for events with students who have NOT enrolled via LSF.  
For all events that are enrolled via LSF, please always use the attendance list directly from LSF.

## Attendance list

**IMPORTANT: Make sure this list does not circulate in the classroom!**

For contact tracing, in line with the SARS-CoV-2 Infection Protection Ordinance.

Please observe the separate privacy policy.

Please submit this list to the dean's office of your department via mail or HTW internal post service.

<b>Event date:</b>	<b>Start time:</b>	<b>End time:</b>
<b>Building:</b>	<b>Room:</b>	
<b>Department Number:</b>		
<b>Purpose / title of event:</b>		
<b>Teaching staff (last name, first name):</b>		

<b>Details of participants +++ IMPORTANT: PLEASE WRITE CLEARLY! +++</b>				
	<b>Family name</b>	<b>First name</b>	<b>Telephone</b>	<b>Email address</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Please return the completed list to the Dean's Office.  
Use sealed envelope.

Sample list for events with students who have NOT enrolled via LSF.  
For all events that are enrolled via LSF, please always use the attendance list directly from LSF.

<b>Details of participants +++ IMPORTANT: PLEASE WRITE CLEARLY! +++</b>				
	<b>Family name</b>	<b>First name</b>	<b>Telephone</b>	<b>Email address</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Please return the completed list to the Dean's Office.  
Use sealed envelope.