

Tool: How to make and use an enrolment log

Keep track of adolescents' attendance at sessions by following the steps below:

1. Copy **diagram 1** into the last page of a notebook.
2. List the names of adolescents who have enrolled in activities in the column on the far right.
3. Fill in all of the relevant information about each adolescent in the columns to the left. In the column marked Other information include any notes about the adolescents that might be helpful, such as their ethnic or religious group, disability and language. Use a confidential coding system for sensitive information (e.g. adolescents who are mothers, or children formerly associated with fighting forces).
4. Cut all the other pages of the notebook along the line between the white and grey areas in **diagram 2**. The list of adolescents will now be visible on each page.
5. Write the dates of sessions at the top of each column on the first page and use the cells below to record whether each participant is present or absent.
6. Continue on the following pages for subsequent sessions or weeks.

Diagram 1

Start date	Age	M/F	Other information	S/N	Name
				1	Anita
				2	Mohammed
				3	Lee
				4	
				5	
				6	
				7	
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				24	

Diagram 2

01 May	03 May	05 May	08 May	11 May	14 May	S/N	Name
✓	✗	✓	✓	✓	✓	1	Anita
✓	✓	✗	✓	✓	✓	2	Mohammed
✓	✗	✓	✓	✗	✓	3	Lee
						4	
						5	
						6	
						7	
						8	
						9	
						10	
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