

**INSTRUCTIONS FOR COMPLETING THE  
ATTENDANCE SHEET FOR INITIAL TRAINING (Form 42-46B)**

**The form is in PDF format and you may enter data online. However, you must print a copy of the form before you reset or close the form or all data entered will be lost.**

**FIELD  
NUMBER**

- (1) Region Number and Page Number(s)** - Enter the Region Number and Page Number(s).
- (2) Name (Last, First)** – Print or Type alphabetically the driver’s name.
- (3) Employer** – Enter the employer’s name
- (4) Driver’s License Number** – Enter the Driver’s License Number for the driver.
- (5) Test** – Check the appropriate box A or B. Enter the test score.
- (6) Date of Successful Course Completion** – Enter the date.

**Date/Signatures:**

**Instructor** – Enter the date and sign your name prior to submission to the Regional Superintendent.

**Regional Superintendent** – Enter the date and sign your name prior to submission to the Illinois State Board of Education.

Mail completed forms to:

**Jan Reische  
Illinois State Board of Education  
100 North First Street – E320  
Springfield, IL 62777-0001**