

# **Training Verification – Electronic Class Schedule**

**(Hot Sheet)**

CF/R-28a Revised 1-11

(optional)

This form may be used to verify that a parent/guardian enrolled in a full day program is participating in a vocational training program. This training verification form is used when an electronic class schedule is available. It is kept in the parent section of the family file.

To complete this form:

1. Parent/Guardian documents their information in Section A that includes their name, telephone, address and vocational goal
2. Parent/Guardian documents the training/education information in Section B that includes the name of the school, telephone, address, date term began, date term ends, and anticipated completion date for training/education
3. Section C instructs parent/guardian to print and attach an electronic print out of their class schedule. For online classes, it also instructs parent/guardian to specify days/hours each week they will be participating in the class, website address, and to attach a copy of the class syllabus
4. Parent/Guardian requests study time, if needed, in Section D by documenting the days and hours each week designated for study time
5. Parent/Guardian signs Section E, which gives the agency permission to contact the training institution for the purpose of verification