

# **Training Verification – No Electronic Class Schedule (Hot Sheet)**

CF/R-28b 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 not 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. Parent/Guardian documents class schedule information in Section C that includes the day, time, course name and units for each class
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. The agency verifies the information on the form is true and correct by the signature or stamp of registrar of school/organization