Attendance Verification Form

Work Experience Program Application

MEMORANDUM

TO: Work Experience Coordinator

FROM: Program Instructor or Attendance Officer

SUBJECT: Student Attendance Report

This is to verify that _____ has been absent _____ days for (1) fall semester (2) spring semester (circle one) _____ Excused _____ Unexcused.

_____ _____

Program Instructor or Attendance Officer Date

Note: PowerSchool attendance print out not required – this form will suffice