

WorkSource Metro Atlanta

WIOA Attendance Verification Form

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Please use this attendance verification form to **submit with your invoice**.

What Workford	What Workforce Board are you documenting attendance for?													
WIOA Customer Name								Last 4 S	SN:					
Training Provider:								Start Date						
Training Program:														
How many days per week is the class offered? 1 2 (Sunday to Saturday)								3	4	į	5	6	7	
 Student Attendance Documentation Technical Colleges and Universities must show the students attendance through the add/drop period. For programs that are 1-3 times a week, please document 2 weeks of attendance. For programs that are 4-5 times a week, please document 1 week of attendance. 														
Symbols: P = Present T= Tard							ardy	A = Absent						
*Only use both months if the required attendance periods from above occur in two months. Month : :														
1 2	3	4	5	6	7		1	2	3	4	5	6	7	
8 9	10	11	12	13	14	-	8	9	10	11	12	13	14	
15 16	17	18	19	20	21	-	15	16	17	18	19	20	21	
22 23	24	25	26	27	28	-	22	23	24	25	26	27	28	
29 30	31					-	29	30	31					
The information above has been confirmed by me and is accurate as of the date below. Please print clearly, sign and date below.														
Student Printed Full Name S							tudent Sign		Date					
Authorizing Official Printed Name				Sigr	Signature			Title				 Date		