



## Verification of Attendance Form for a workshop or conference

Name: \_\_\_\_\_

School/Building: \_\_\_\_\_

Name of Workshop: \_\_\_\_\_

Sponsoring Group: \_\_\_\_\_

Instructor/Presenter: \_\_\_\_\_

Date of Presentation: \_\_\_\_\_

Time of Presentation: From: \_\_\_\_\_ To: \_\_\_\_\_ Clock Hours: \_\_\_\_\_

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I Certify That The Above-Named Individual Attended This Workshop.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Instructor or Representative of Sponsoring Group

Please check all that apply:

- Verification of Attendance only (The presenter has signed this form)
- In-service only (**must have already received prior approval**)
- Both

THIS VERIFICATION OF ATTENDANCE FORM SHOULD BE IN **PDF FORMAT ONLY** , SAVED AS (**LAST NAME, FIRST INITIAL, VOA, Date of the PD**) AND UPLOADED TO THE PROFESSIONAL DEVELOPMENT DROP BOX UPON YOUR COMPLETION OF ANY WORKSHOP THAT YOU ATTEND.