

## Davis Adult and Community Education Professional Growth Hours Attendance Verification

Please have your instructor sign for each day that you attend class. After the last class session, return your completed form to the Davis Adult and Community Education office to receive verification of your hours. Employees are responsible for filing all of the necessary paperwork with Human Resources.

**Employee's Name:** \_\_\_\_\_

**Quarter:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Instructor's Name:** \_\_\_\_\_

| Date | Hours               | Instructor Signature |
|------|---------------------|----------------------|
|      |                     |                      |
|      |                     |                      |
|      |                     |                      |
|      |                     |                      |
|      |                     |                      |
|      |                     |                      |
|      |                     |                      |
|      |                     |                      |
|      |                     |                      |
|      |                     |                      |
|      |                     |                      |
|      |                     |                      |
|      |                     |                      |
|      |                     |                      |
|      | <b>Total Hours:</b> |                      |