

**Classroom CART Reporter/Interpreter/Note Taker  
 VERIFICATION FORM  
 -REPORT OF SERVICE-**

**Responsibility of the student who is receiving the service:**

**Instructions:**

This form must be completed and signed daily by the classroom note taker/CART reporter or Interpreter on the day/s of their assignment/s. At the end of the week, the student must read and then sign the work verification form before turning it into the SDS office. This form must be turned in no later than Friday, 9:00 a.m., either delivered, scanned and sent as an email attachment or by fax.

If sent as an email attachment, please send it to the Program Specialist, [fmarlowe@wayne.edu](mailto:fmarlowe@wayne.edu) and copy [jdeprie@wayne.edu](mailto:jdeprie@wayne.edu) and [rskruman@wayne.edu](mailto:rskruman@wayne.edu).

DAY	DATE	CLASS	TIME – (START-FINISH)	LOCATION	SERVICE PERSONNEL'S SIGNATURE
<b>MONDAY</b>					
<b>TUESDAY</b>					
<b>WEDNESDAY</b>					
<b>THURSDAY</b>					

DAY	DATE	CLASS	TIME-(START-FINISH)	LOCATION	SERVICE PERSONNEL'S SIGNATURE
<b>FRIDAY</b>					
<b>SATURDAY</b>					
<b>SPECIAL ASSIGNMENT</b>					

**NOTES TO SDS PERSONNEL:**

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***I CERTIFY THAT THE ABOVE INTERPRETING/NOTE-TAKERS/REPORTING SERVICES WERE PERFORMED ON THE DATES AND TIMES INDICATED ABOVE. I UNDERSTAND THAT IF THIS FORM IS NOT COMPLETED AND TURNED IN BY FRIDAY, 9:00 A.M., AND OTHER ARRANGEMENTS HAVE NOT BEEN MADE, PERSONNEL WILL NOT BE PAID FOR SERVICES RENDERED AND SERVICE PERSONNEL MAY BE WITHDRAWN.***

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**(Student Signature)**

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**(Date)**