Note-taker Time Verification Form

This form must be completed by the student who has been assigned a note-taker. All note-takers are required to submit this form along with the semi-monthly time record. The time record will not be forwarded to Payroll unless the student completes the time verification form, and the note-taker submits the time verification form and the semi-monthly time record.

Name of Student:

Name of Note-taker:

Weeks of ________________________________

Total number of days _______ Total number of hours for the weeks listed above _________

As a student assigned to the above referenced note-taker, I am verifying the information detailed in my note-taker’s time record form is correct for the weeks listed above.

Signature of Student ________________________________

Signature of Note-taker ________________________________

Date ________________________________