



Fax Cover Sheet

Office Use Only	
Date:	_____
Term:	_____
<input type="checkbox"/> CWPO <input type="checkbox"/> CSCW <input type="checkbox"/> OD2	
Input By:	_____

Workforce Preparation Humanities Building 233B 16130 Lasselle St. Moreno Valley CA 92551		Worker Name: _____ Case Number: _____ Student Name: _____ Student ID: _____															
Date Requested: _____ / _____ / _____ <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Pick Up		Attendance Report Month: _____ - _____	Other: _____														
From: Terrie Hawthorne Fax Number: 951-571-6405		Total Number of Pages: (Including Cover Sheet) _____															
<table border="0"> <tr> <td><input type="checkbox"/> Moreno Valley GAIN (951) 486-7664</td> <td><input type="checkbox"/> Jurupa GAIN (951) 509-8281</td> </tr> <tr> <td><input type="checkbox"/> Riverside GAIN (951) 509-8178</td> <td><input type="checkbox"/> Ontario GAIN (909) 933-6482</td> </tr> <tr> <td><input type="checkbox"/> Perris GAIN (951) 443-2180</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Hemet GAIN (951) 791-3110</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Banning GAIN (951)922-7505</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Lake Elsinore GAIN (951) 245-3159</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Norco GAIN (951) 272-5698</td> <td></td> </tr> </table>				<input type="checkbox"/> Moreno Valley GAIN (951) 486-7664	<input type="checkbox"/> Jurupa GAIN (951) 509-8281	<input type="checkbox"/> Riverside GAIN (951) 509-8178	<input type="checkbox"/> Ontario GAIN (909) 933-6482	<input type="checkbox"/> Perris GAIN (951) 443-2180		<input type="checkbox"/> Hemet GAIN (951) 791-3110		<input type="checkbox"/> Banning GAIN (951)922-7505		<input type="checkbox"/> Lake Elsinore GAIN (951) 245-3159		<input type="checkbox"/> Norco GAIN (951) 272-5698	
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<p>Everything must be completed to be faxed. <i>(May take up to 72hrs to be processed)</i> You must have current verification in order for attendance verification to be completed.</p> <p><u>Attendance Report Due Before the 5th of the Month</u> Fax coversheet Attendance Report Print out current class schedule</p>																	