

Date:								
Class/Lecture								
Supervised Lab								
Supervised Study								
Unsupervised Study								

Supervised Study								
Unsupervised Study								
WEEK 3								

Instructions for Completing the 116 HHS Monthly Attendance Verification Form

- x Attendance Month/Year: The month and year the student is reporting school attendance for.
- x This form is due to the Employment Case Manager (ECM) by the 5th of the month after the attendance month.
For example, if reporting attendance for June, this form must be turned in to the ECM by July 5th.

Section A: Changes

Complete this section if there are any changes to report in school or class status including date(s) when the change occurred. If the student missed school, include the absence date(s) and reason why class was missed.

Section B: Attendance Hours

- x Date: Enter a date for each day of the week that actual attendance hours are being reported.
- x Class/Lecture: Enter the actual number of hours the student attended class.
- x Supervised Lab: Supervised lab must have an instructor present during the lab time. The lab UHTXLUHPHQW VKRXOG DOVR EH OLVWHG RQ WKH VWXGHQV be required to attend a Biology lab in addition to a Biology class. Enter the actual number of hours the student attended.
- x Supervised Study: Supervised study time is set up and monitored by the school. Enter the actual number of supervised study time hours the student completed.
- x Unsupervised Study Time: Unsupervised study time is assigned by the school. Unsupervised study time counted towards Welfare-to-Work (WTW) participation is based on the time the student actually completed unsupervised study, up to allowable limits. Enter the actual number of unsupervised study time hours the student completed.

Section C: Certification

- x Participant Signature: The participant must sign and date the form to certify that the information provided is true and correct.
- x Participation Verified By: A school official or ECM must sign and date the form to verify that the information provided is accurate.