

Participant Name: \_\_\_\_\_ Case Name/Number: \_\_\_\_\_

School Name: \_\_\_\_\_ Employment Case Manager (ECM): \_\_\_\_\_

Attendance Month/Year: \_\_\_\_\_ ECM Telephone: \_\_\_\_\_

**This form is to be used to report actual hours of attendance in school related activities. Return this form to your ECM by the 5<sup>th</sup> of each month after the Attendance Month.** (Example: Attendance Month is June. Form is due to your ECM by July 5<sup>th</sup>)

**Section A: Changes** (Please mark all that apply and explain):

- Stopped attending school: \_\_\_\_\_
- Dropped classes: \_\_\_\_\_
- Added classes: \_\_\_\_\_
- Missed classes: \_\_\_\_\_

**Section B: Attendance Hours - Enter the ACTUAL number of hours attended for each activity:**

WEEK 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	ECM Use Only
Date:								
Class/Lecture								
Supervised Lab								
Supervised Study								
Unsupervised Study								
WEEK 2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	ECM Use Only
Date:								
Class/Lecture								
Supervised Lab								
Supervised Study								
Unsupervised Study								
WEEK 3	Mon	Tue	Wed	Thu	Fri	Sat	Sun	ECM Use Only
Date:								
Class/Lecture								
Supervised Lab								
Supervised Study								
Unsupervised Study								
WEEK 4	Mon	Tue	Wed	Thu	Fri	Sat	Sun	ECM Use Only
Date:								
Class/Lecture								
Supervised Lab								
Supervised Study								
Unsupervised Study								
WEEK 5	Mon	Tue	Wed	Thu	Fri	Sat	Sun	ECM Use Only
Date:								
Class/Lecture								
Supervised Lab								
Supervised Study								
Unsupervised Study								
								<b>Total Hours:</b>

**Section C: Certification** – I certify under penalty of perjury that the information provided on this form is true and correct.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*School or County Use Section Only*

Participation Verified By (Print Name/Title): \_\_\_\_\_  
(School Counselor or ECM)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Telephone: \_\_\_\_\_



## **Instructions for Completing the 116 HHSa Monthly Attendance Verification Form**

- Attendance Month/Year: The month and year the student is reporting school attendance for.
- This form is due to the Employment Case Manager (ECM) by the 5<sup>th</sup> 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 5<sup>th</sup>.

### **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**

- Date: Enter a date for each day of the week that actual attendance hours are being reported.
- Class/Lecture: Enter the actual number of hours the student attended class.
- Supervised Lab: Supervised lab must have an instructor present during the lab time. The lab requirement should also be listed on the student's class schedule. For example, a student may be required to attend a Biology lab in addition to a Biology class. Enter the actual number of hours the student attended.
- 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.
- 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**

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