

**WORKFORCE DEVELOPMENT TRRC
ATTENDANCE SHEET**

PARTICIPANT NAME _____
 SCHOOL _____
 PROGRAM OF STUDY _____

CURRENT PHONE # _____
 EMAIL ADDRESS _____
 LAST FOUR DIGITS OF SSN# _____

DATES →	8/22/16	8/23/16	8/24/16	8/25/16	8/26/16	8/27/16	8/28/16
	Monday Class Times	Tuesday Class Times	Wednesday Class Times	Thursday Class Times	Friday Class Times	Saturday Class Times	Sunday Class Times
*NAME OF CLASS	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out
*							
Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							

**** COMPLETE WITH DARK INK ONLY** **NO WHITEOUT** ** NO PENCIL****

DATES →	8/29/16	8/30/16	8/31/16	9/1/16	9/2/16	9/3/16	9/4/16
	Monday Class Times	Tuesday Class Times	Wednesday Class Times	Thursday Class Times	Friday Class Times	Saturday Class Times	Sunday Class Times
*NAME OF CLASS	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out
*							
Instructor's Signature→ (no initials)							
*							
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STUDENT'S SIGNATURE _____

DATE _____

FOR WIOA STAFF USE ONLY - DO NOT WRITE BELOW THIS LINE

Funding _____
 Transportation _____ days x 12.00 = _____
 Childcare _____ days x _____ = _____
 Total Support Authorized _____
 Sign/Date _____

Funding _____
 Transportation _____ days x 12.00 = _____
 Childcare _____ days x _____ = _____
 Total Support Authorized _____
 Sign/Date _____

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PARTICIPANT NAME _____
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 PROGRAM OF STUDY _____

CURRENT PHONE # _____
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 LAST FOUR DIGITS OF SSN# _____

DATES →	9/5/16	9/6/16	9/7/16	9/8/16	9/9/16	9/10/16	9/11/16
	Monday Class Times	Tuesday Class Times	Wednesday Class Times	Thursday Class Times	Friday Class Times	Saturday Class Times	Sunday Class Times
*NAME OF CLASS	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out
*							
Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							

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DATES →	9/12/16	9/13/16	9/14/16	9/15/16	9/16/16	9/17/16	9/18/16
	Monday Class Times	Tuesday Class Times	Wednesday Class Times	Thursday Class Times	Friday Class Times	Saturday Class Times	Sunday Class Times
*NAME OF CLASS	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out
*							
Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							
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Instructor's Signature→ (no initials)							
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DATES →	9/19/16	9/20/16	9/21/16	9/22/16	9/23/16	9/24/16	9/25/16
	Monday Class Times	Tuesday Class Times	Wednesday Class Times	Thursday Class Times	Friday Class Times	Saturday Class Times	Sunday Class Times
*NAME OF CLASS	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out
*							
Instructor's Signature→ (no initials)							
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Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							

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DATES →	9/26/16	9/27/16	9/28/16	9/29/16	9/30/16	10/1/16	10/2/16
	Monday Class Times	Tuesday Class Times	Wednesday Class Times	Thursday Class Times	Friday Class Times	Saturday Class Times	Sunday Class Times
*NAME OF CLASS	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out
*							
Instructor's Signature→ (no initials)							
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DATES →	10/3/16	10/4/16	10/5/16	10/6/16	10/7/16	10/8/16	10/9/16
	Monday Class Times	Tuesday Class Times	Wednesday Class Times	Thursday Class Times	Friday Class Times	Saturday Class Times	Sunday Class Times
*NAME OF CLASS	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out
*							
Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							

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DATES →	10/10/16	10/11/16	10/12/16	10/13/16	10/14/16	10/15/16	10/16/16
	Monday Class Times	Tuesday Class Times	Wednesday Class Times	Thursday Class Times	Friday Class Times	Saturday Class Times	Sunday Class Times
*NAME OF CLASS	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out
*							
Instructor's Signature→ (no initials)							
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DATES →	10/17/16	10/18/16	10/19/16	10/20/16	10/21/16	10/22/16	10/23/16
	Monday Class Times	Tuesday Class Times	Wednesday Class Times	Thursday Class Times	Friday Class Times	Saturday Class Times	Sunday Class Times
*NAME OF CLASS	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out
*							
Instructor's Signature→ (no initials)							
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Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							

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DATES →	10/24/16	10/25/16	10/26/16	10/27/16	10/28/16	10/29/16	10/30/16
	Monday Class Times	Tuesday Class Times	Wednesday Class Times	Thursday Class Times	Friday Class Times	Saturday Class Times	Sunday Class Times
*NAME OF CLASS	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out
*							
Instructor's Signature→ (no initials)							
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Instructor's Signature→ (no initials)							
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DATES →	10/31/16	11/1/16	11/2/16	11/3/16	11/4/16	11/5/16	11/6/16
	Monday Class Times	Tuesday Class Times	Wednesday Class Times	Thursday Class Times	Friday Class Times	Saturday Class Times	Sunday Class Times
*NAME OF CLASS	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out
*							
Instructor's Signature→ (no initials)							
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Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							

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DATES →	11/7/16	11/8/16	11/9/16	11/10/16	11/11/16	11/12/16	11/13/16
	Monday Class Times	Tuesday Class Times	Wednesday Class Times	Thursday Class Times	Friday Class Times	Saturday Class Times	Sunday Class Times
*NAME OF CLASS	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out
*							
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	Monday Class Times	Tuesday Class Times	Wednesday Class Times	Thursday Class Times	Friday Class Times	Saturday Class Times	Sunday Class Times
*NAME OF CLASS	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out
*							
Instructor's Signature→ (no initials)							
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Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							

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DATES →	11/21/16	11/22/16	11/23/16	11/24/16	11/25/16	11/26/16	11/27/16
	Monday Class Times	Tuesday Class Times	Wednesday Class Times	Thursday Class Times	Friday Class Times	Saturday Class Times	Sunday Class Times
*NAME OF CLASS	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out
*							
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DATES →	11/28/16	11/29/16	11/30/16	12/1/16	12/2/16	12/3/16	12/4/16
	Monday Class Times	Tuesday Class Times	Wednesday Class Times	Thursday Class Times	Friday Class Times	Saturday Class Times	Sunday Class Times
*NAME OF CLASS	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out
*							
Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							

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DATES →	12/5/16	12/6/16	12/7/16	12/8/16	12/9/16	12/10/16	12/11/16
	Monday Class Times	Tuesday Class Times	Wednesday Class Times	Thursday Class Times	Friday Class Times	Saturday Class Times	Sunday Class Times
*NAME OF CLASS	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out
*							
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DATES →	12/12/16	12/13/16	12/14/16	12/15/16	12/16/16	12/17/16	12/18/16
	Monday Class Times	Tuesday Class Times	Wednesday Class Times	Thursday Class Times	Friday Class Times	Saturday Class Times	Sunday Class Times
*NAME OF CLASS	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out
*							
Instructor's Signature→ (no initials)							
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Instructor's Signature→ (no initials)							
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Instructor's Signature→ (no initials)							

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DATES →	12/19/16	12/20/16	12/21/16	12/22/16	12/23/16	12/24/16	12/25/16
	Monday Class Times	Tuesday Class Times	Wednesday Class Times	Thursday Class Times	Friday Class Times	Saturday Class Times	Sunday Class Times
*NAME OF CLASS	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out
*							
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DATES →	12/26/16	12/27/16	12/28/16	12/29/16	12/30/16	12/31/16	1/1/17
	Monday Class Times	Tuesday Class Times	Wednesday Class Times	Thursday Class Times	Friday Class Times	Saturday Class Times	Sunday Class Times
*NAME OF CLASS	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out
*							
Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							
*							
Instructor's Signature→ (no initials)							

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DATES →	1/2/17	1/3/17	1/4/17	1/5/17	1/6/17	1/7/17	1/8/17
	Monday Class Times	Tuesday Class Times	Wednesday Class Times	Thursday Class Times	Friday Class Times	Saturday Class Times	Sunday Class Times
*NAME OF CLASS	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out	In-Out
*							
Instructor's Signature→ (no initials)							
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INSTRUCTIONS FOR COMPLETING ATTENDANCE SHEET

1. Enter your name.
2. Enter your current phone number.
3. Enter the name of your school/college.
4. Enter your email address.
5. Enter your program of study.
6. Enter the last four digits of your social security number.
7. Enter each day's date above each day of the week.
8. Enter the name of each class you attend on a separate line (i.e. **BUSN 1100, MAST 1030**).
9. Enter time in and time out of each class you attend each day.
10. **Instructor's signature (not initials)** is required to certify each class time entered for each day attended. Instructors may sign using the first initial of their first name and their **entire** last name.
11. **Read certification statement. Submitting false information to obtain support payments is an act of fraud for which legal action may be taken. WIOA has adopted a NO TOLERANCE policy; falsifying documentation WILL result in the disallowing of supportive services.**
12. Sign and date form.
13. **Information that is not legible and any sheet with whiteout, written in pencil, OR completed in any color other than black or dark blue ink will not be processed and will be returned to the participant for resubmission.**
14. Bottom section is for WIOA STAFF USE ONLY; do not write in this space.
15. **ALLOW 7-10 BUSINESS DAYS (AFTER THE DUE DATE) FOR ATTENDANCE SHEET TO BE PROCESSED.**
16. Attendance sheets received after the due date, but within 7 days of the due date will be processed the following payment cycle.
17. Workforce Development is not responsible for items lost in the mail.

Support Schedule

Report Period		Attendance Sheets	Expected Pay Dates
Begins	Ends	Due Dates*	
12-28-15	1-09-16	1-11-16	Processed
1-11-16	1-23-16	1-25-16	Processed
1-25-16	2-06-16	2-08-16	Processed
2-08-16	2-20-16	2-22-16	Processed
2-22-16	3-05-16	3-07-16	Processed
3-07-16	3-19-16	3-21-16	Processed
3-21-16	4-02-16	4-04-16	Processed
4-04-16	4-16-16	4-18-16	Processed
4-18-16	4-30-16	5-02-16	Processed
5-02-16	5-14-16	5-16-16	Processed
5-16-16	5-28-16	5-30-16	Processed
5-30-16	6-11-16	6-13-16	Processed
6-13-16	6-25-16	6-27-16	Processed
6-27-16	7-09-16	7-11-16	Processed
7-11-16	7-23-16	7-25-16	Processed
7-25-16	8-06-16	8-08-16	Processed
8-08-16	8-20-16	8-22-16	09-16-16
8-22-16	9-03-16	9-05-16	09-30-16
9-05-16	9-17-16	9-19-16	10-14-16
9-19-16	10-01-16	10-03-16	10-28-16
10-03-16	10-15-16	10-17-16	11-11-16
10-17-16	10-29-16	10-31-16	11-25-16
10-31-16	11-12-16	11-14-16	12-09-16
11-14-16	11-26-16	11-28-16	12-23-16
11-28-16	12-10-16	12-12-16	01-06-17
12-12-16	12-24-16	12-26-16	01-20-17
12-26-16	1-07-17	1-09-17	02-03-17