

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 the class name (i.e. **BUSN 1100, MAST 1030**). You only need to list one class a day.
8. Enter class in and out time each day.
9. **Instructor's signature (not initials)** is required to certify class time entered for each day attended. Instructors may sign using the initial of their first and middle name and their **entire** last name.
10. **Read statement of understanding. WIOA has adopted a NO TOLERANCE policy. Falsifying documentation WILL result in the disallowing of supportive services, and legal action may be taken.**
11. Sign and date form.
12. **Attendance Sheets submitted with whiteout, written in pencil or light ink will not be processed.**
13. **Class time not submitted according to the support schedule below will not be processed. Beginning and ending dates for each attendance sheet is listed below. Please submit class time according to the schedule.**
14. We are not responsible for items lost in the mail.
15. Be sure to make a copy before submitting to our office.
16. **ALLOW 7-10 BUSINESS DAYS (AFTER DUE DATE) FOR ATTENDANCE SHEETS TO BE PROCESSED.**

Support Schedule

Attendance Sheets - Begin	Class Times and End	Attendance Sheets Due Dates*	<u>Expected</u> Pay Dates
12-25-17	1-07-18	1-08-18	2-02-18
1-08-18	1-21-18	1-22-18	2-16-18
1-22-18	2-04-18	2-05-18	3-02-18
2-05-18	2-18-18	2-19-18	3-16-18
2-19-18	3-04-18	3-05-18	3-30-18
3-05-18	3-18-18	3-19-18	4-13-18
3-19-18	4-01-18	4-02-18	4-27-18
4-02-18	4-15-18	4-16-18	5-11-18
4-16-18	4-29-18	4-30-18	5-25-18
4-30-18	5-13-18	5-14-18	6-08-18
5-14-18	5-27-18	5-28-18	6-22-18
5-28-18	6-10-18	6-11-18	7-06-18
6-11-18	6-24-18	6-25-18	7-20-18
6-25-18	7-08-18	7-09-18	8-03-18
7-09-18	7-22-18	7-23-18	8-17-18
7-23-18	8-05-18	8-06-18	8-31-18
8-06-18	8-19-18	8-20-18	9-14-18
8-20-18	9-02-18	9-03-18	9-28-18
9-03-18	9-16-18	9-17-18	10-12-18
9-17-18	9-30-18	10-01-18	10-26-18
10-01-18	10-14-18	10-15-18	11-09-18
10-15-18	10-28-18	10-29-18	11-23-18
10-29-18	11-11-18	11-12-18	12-07-18
11-12-18	11-25-18	11-26-18	12-21-18
11-26-18	12-09-18	12-10-18	1-04-19
12-10-18	12-23-18	12-24-18	1-18-19
12-24-18	1-06-19	1-07-19	2-01-19

Mail attendance sheets to:

**WorkSource Three Rivers
Attn: Support
P.O. Box 97
Griffin, GA 30224**

Attendance sheets are required to be submitted (mailed or hand delivered) to our office for processing by the due dates.

Payments will be denied for attendance sheets received seven days after the due date.

Our office is located at:
1210 Greenbelt Drive
Griffin, GA 30224

Faxed or copied attendance sheets **will not** be processed.

**ONLY ORIGINAL
SIGNATURES ACCEPTED**