

## 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 **MUST BE completed in black or dark blue ink.**
13. Attendance Sheets **WILL NOT be processed with the use of whiteout, pencil, or illegible ink.**
14. Attendance Sheets must be submitted according to the support schedule below to prevent rejection of processing. Beginning and Ending dates for each attendance sheet are listed below, along with the expected pay dates.
15. WorkSource Three Rivers is not responsible for items lost in the mail.
16. Be sure to make a copy before submitting to our office.

### Support Schedule

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

**Did you remember the following?**

Read instructions 1-16.

Mail Attendance sheets to:  
P.O. Box 97  
Griffin, GA 30224

Attendance sheets must be **hand delivered or mailed** to our office for processing by the due dates.

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

Do not fax or send copies of Attendance sheets.  
**ORIGINALS ONLY,  
WILL BE ACCEPTED.**

Payments **will be denied** if attendance sheets are received seven or more days after the due date.