

ATTENDANCE SHEET INSTRUCTIONS

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 class name (i.e., **BUSN 1100, MAST 1030**). You only need to list one class a day.
7. Enter class in and out time each day.
8. **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.
9. **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.**
10. Sign and date form.
11. **Attendance Sheets MUST BE completed in black or dark blue ink. Please write in BOLD enough ink for a legible scan.**
12. **Attendance Sheets WILL NOT be processed with the use of whiteout, pencil, or illegible ink.**
13. Attendance Sheets must be submitted according to the support schedule below to prevent rejection of processing. Beginning and Ending dates for attendance sheets are listed below, along with the expected pay dates.
14. WorkSource Three Rivers is not responsible for items lost in the mail. Be sure to make a copy before submitting to our office.
15. **Payments will be denied if attendance sheets are received seven or more days after the due date.**

Support Schedule

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

Did you remember the following?

Read instructions 1-15.

Submit Attendance sheets by
Email, Fax, Mail, or Hand deliver

Email- support@threeriversrc.com
(PDF Format Only)

Fax number- **470-305-0302**
(Cover Sheet Required)

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

Hand deliver to:
1210 Greenbelt Drive
Griffin, GA 30224