

Instructions for Completing the Educational Monthly Attendance Verification Form

- Attendance Month/Year: The month and year for which the student is reporting school attendance.
- This form is due to the WTW SSD Worker by the 5th of the month after the attendance month.

For example, if reporting attendance for June, this form must be turned in to the WTW SSD Worker by July 5th .

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.

Section B: Attendance Hours (Use ONE form to report attendance hours for ALL classes.)

- Date: Enter the week range (From: /To:) for the attendance hours being reported.
- Class Name: List the class name and the actual number of **lecture** hours the student attended class under corresponding weekday.
- 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.
- Tutoring: Tutoring is set up and monitored by the Learning Center. Enter the actual number of supervised study time hours the student completed.
Verification required. To obtain a copy of your tutoring report, [click here](#).
- 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.
- **TIP**: If you'd like to use a timesheet calculator to add hours from Lab, Tutoring, or Study time, you may find this link helpful: [Time Sheet Calculator](#)

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: CalWORKs Staff will provide proof of enrollment with a term schedule of classes. The WTW SSD Worker must sign and date the attendance form to verify that the information provided by the student is accurate.