



WORKFIRST WEEKLY ATTENDANCE

Workforce Education Services
Gaiser Hall 215

Tanya Potter
360.992.2915 or tpotter@clark.edu

Submit Attendance:
wesworkfirst@clark.edu

Office Use ONLY:

DUE BY 4:00PM EVERY MONDAY

MONDAY OF REPORTING WEEK:

NAME:

STUDENT ID:

CLASS SCHEDULE										OFFICE USE ONLY				
Indicate class attendance with: I-In Class/Attended A-Absent C-Class Canceled H-Holiday														
CLASS	DAYS & TIME OF CLASS	M O N	TU E	W E D	TH U	F R I	S A T	S U N		EX	UN	H	WE	JT/VE TOTAL
	Days: Time:													
	Days: Time:													
	Days: Time:													
	Days: Time:													
	Days: Time:													
SUPERVISED STUDY HOURS														
<i>Students must sign in for Supervised Study at Workforce Education Services office or Pathways.</i>										EX	UN	H	WE	TOTAL
Req. Hours:	MON	TUE	WED	THUR	FRI	Total								
Student Notes:										TOTAL:				

I certify that the hours in this report are true, accurate and all absences were reported. I certify that I have read and understood the information provided on the back of this form.

Staff Notes:

STUDENT SIGNATURE

STAFF SIGNATURE

DATE OF SUBMISSION

DATE

FOR YOUR INFORMATION

Ways to submit attendance:

- Drop off in person
- Email attendance to wesworkfirst@clark.edu
- If you have access to a camera (e.g. a smart phone with a camera and internet access) you can take a picture of your whole attendance and email that picture to the email provided above
- Drop Box (located by front door)
- Fax 360-992-2843

Reporting an Absence:

- In Person
- Email—wesworkfirst@clark.edu if you will be absent. State date and reason for absence.
- Call/Voice Message to Tanya Potter at 360-992-2915—State your name, date of absence, and reason for absence
- You **must call/email** to excuse any absence before the expected absence. *If you fail to notify us of an absence, it may be reported as unexcused*
- **Only 2 absences will be excused per month**, absences can be “made-up” by completion of Supervised Study hours

Online Class Verification:

- Indicate which day you participated in your online class online by using in class indicator, I – In Class

Supervised Study:

- Sign-in and sign-out at the WES Office, Pathways Center, or any on-campus computer lab
- Hours must be written out in increments of 15 minutes
- Student may not exceed 6 hours of Supervised Study in a day
- Student may study in their desired location
- For more information regarding Supervised Study, please contact wesworkfirst@clark.edu

Notification to Case Manager:

- Your Case Manager will be notified if you do not submit your attendance by 4:00PM every Monday and your support services may not be available
- Your Case Manager will be notified twice before you are referred back to DSHS
- If you are referred back to your Case Manager, you must submit all missing attendance before your component is accepted by Clark College
- Having your case referred back to your Case Manager may negatively impact your state subsidies

Office Hours*:

Quarter	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Summer</i>	<i>Closed</i>	8:00 am- 5:00pm	10:00 am- 5:00pm	8:00 am- 5:00pm	8:00 am- 5:00pm	8:00 am- 12:00 pm	<i>Closed</i>
<i>Fall-Spring</i>	<i>Closed</i>	8:00 am- 5:00pm	10:00 am- 5:00pm	8:00 am- 5:00pm	8:00 am- 5:00pm	8:00 am-1:00pm	<i>Closed</i>

*Check our office for closures and for Supervised Study sign-out times.

Contact:

Tanya Potter-WorkFirst Program Specialist
360-992-2915 or tpotter@clark.edu

Find the Attendance Form online:

<http://www.clark.edu/enroll/paying-for-college/wes/wfirst.php>

The college affirms a commitment to freedom from discrimination for all members of the college community. The responsibility for, and the protection of, this commitment extends to students, faculty, administration, staff, contractors, and those who develop or participate in college programs. It encompasses every aspect of employment and every student and community activity. The college expressly prohibits discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. Harassment is a form of discrimination. **WAC 132N-300-001**