

Monthly Attendance Forms: Instructions

For your convenience, the following are detailed notes on how to complete and fill out your Monthly Attendance Forms- please review these notes thoroughly. Should you have any additional questions regarding how to complete these forms, please do not hesitate to contact the CRC CalWORKs Office at (916) 691-7465. Thank you.

Your county caseworker mails out Monthly Attendance forms to you each month, and they are due at the county on the tenth of every month. Once you have received it in the mail, please:

- Come into the Student Support Center to pick up your Class Enrollment Report
- Using your Class Enrollment Report, follow the directions below to fill out your hours for school
- Once you have filled out the form, submit this to our office for verification
- Pick up the form the next day from our office, and turn it in to your caseworker

How to Fill Out the Monthly Attendance Form: *General Rules*

Monthly Attendance/Progress Report & Supportive Services Request

1. **Your Name**

2. **Your Caseworker's Name**

3. **School Hours ONLY**

4. **Line for Hours that you are In-Class**

Line for Study Hours

SC 246.96 (1/2009)

1. Make sure that your name is on the form (if not already designated).
2. Make sure that your Caseworker's Name is on the form, (if not already designated).
3. When filling out the form, be sure to enter your school hours on the front side of the form, in the box for Activity Type 1. (All other work-related activity hours will go in the Activity Boxes on the back of your form.)
4. Note that there is a line for where you will enter the hours for the time that you are in class, and a line for study hours.

Monthly Attendance Form

How to Fill Out the Monthly Attendance Form: *General Rules*

When filling out the information in the Activity Box, be sure to enter the following

- Activity Type 1: **School**
- Activity Provider: **CRC**
- Start Date: **1st of the month (ex: 10/1)**
- End Date: **Last date of the month (ex: 10/31)**
- Name of Teacher/Supervisor: **Leave blank**
- Participant's Telephone Number: **Enter your telephone number**
- **Leave other fields blank**

Example:

Activity Boxes - Participation Progress Reporting

Activity Type 1	School	Activity Provider	CRC	Start Date	10/1	End Date	10/31	Name of Teacher/Supervisor	
-----------------	---------------	-------------------	------------	------------	-------------	----------	--------------	----------------------------	--

	Day of Month																															Total Hours	
Hours Attended	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Study Hours																																	

Your Phone Number

Participant's telephone number

Signature of CRC CalWORKs Staff

Signature of person verifying hours/enrollment

Signature of CRC CalWORKs Staff

Print name of person verifying hours/enrollment

Phone Number for CRC CalWORKs Staff

Telephone # of person verifying hours/enrollment

SC 246.96 (1/2009)

To fill out your Monthly Attendance Form for your school hours, you will need to come into the Student Support Center to pick up your Class Enrollment Report for the month. An example of this report is below.

Class Enrollment Report, Example:

Report ID: RC CAL 0355 V6	Los Rios Community College District	Page 35 of 172 Print Date: 9/16/2014 Print Time: 11:46:08AM						
CalWORKs Monthly Enrollment Verification Report Cosumnes River College October 2014								
Terms: Fall 2014								
NAME	EMPLID	College	City Worker Cd	Term	LR County Case #	Release Info		
Smith, Jane	1234567	CRC		Fall 2014	1B87RT6	Yes		
SUBJECT	CAT#	CLASS #	Lec Lab	UNITS ENRL	START/END DATE	START/END TIME	MEETING DAYS	DROPT
CRC								
Fall 2014								
Business	BUS	300	13636 LEC	3.00	08/23/2014 12/18/2014	06:00 PM 09:05 PM	T	
English - Laboratory	ENGLB	70	13576 LAB	0.50	08/23/2014 12/18/2014	01:00 AM 01:00 AM		
English - Writing	ENGWR	300	13560 LEC	3.00	08/23/2014 12/18/2014	01:30 PM 02:50 PM	M W	
Mathematics	MATH	72	20161 LAB	0.50	08/23/2014 12/18/2014	01:00 AM 01:00 AM		
Mathematics	MATH	100	13819 LEC	5.00	08/23/2014 12/18/2014	10:30 AM 11:40 AM	M T W T	

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Month Total
Mo	Tu	We	Th	Fri	Sa	Su	Mo	Tu	We	Th	Fri	Sa	Su	Mo	Tu	We	Th	Fri	Sa	Su	Mo	Tu	We	Th	Fri	Sa	Su	Mo	Tu	We	48.2
2.5	1.2	2.5	4.3	0.0	0.0	0.0	2.5	1.2	2.5	4.3	0.0	0.0	0.0	2.5	1.2	2.5	4.3	0.0	0.0	0.0	2.5	1.2	2.5	4.3	0.0	0.0	0.0	2.5	1.2	2.5	
Total																															
48.42																															

Monthly Attendance Form

How to Fill Out the Monthly Attendance Form: *Math and English Labs*

If you are enrolled in math or English labs, you must **obtain a printout from the computer lab** that lists your hours for the entire month for which you are reporting your hours, and **attach this to your monthly attendance form, along with the copy of your Class Enrollment Report.**

1. When entering hours for Math and English labs, enter the total number of hours that you were in lab for the month on a day that you did not have a class (like a Sunday), and be sure to make a note that these are your lab hours.
 - Enter the lab hours in the “Hours Attended” area, not the “Study Hours” area. ****Note: Because lab hours for Math and English labs are considered study time in themselves, you do not get study hours as well for the hours that you are in lab.**
 - Round your hours to the nearest whole number or to .5 (Ex: **Lab Hours= 21 hours and 52 minutes ≈ 22 hours**)
2. Enter the total hours that you were in class **and** Math/English labs for the **entire month** in the Total Hours Box, on the right hand side.
 - Your “Study Hours” may never exceed your “Hours Attended”.

Example:

Activity Boxes - Participation Progress Reporting

Activity Type 1	School	Activity Provider	CRC	Start Date	10/1	End Date	10/31	Name of Teacher/Supervisor																	
	M T W T F S S	Day of Month																							
Hours Attended	2.5	1.2	2.5	4.3				2.5	1.2	2.5	4.3				2.5	1.2	2.5	4.3				2.5	1.2	2.5	70.2
Study Hours	2	1	2	4				2	1	2	4				2	1	2	4				2	1	2	41

2

Your Phone Number <small>Participant's telephone number</small>	Signature of CRC CalWORKs Staff <small>Print name of person verifying hours/enrollment</small>
Signature of CRC CalWORKs Staff <small>Signature of person verifying hours/enrollment</small>	Phone Number of CRC CalWORKs Staff <small>Telephone # of person verifying hours/enrollment</small>

SC 246.96 (1/2009)

How to Fill Out the Monthly Attendance Form: *Online Courses*

You **should** receive hourly credit for online courses. If you are enrolled in an online course, there will be an extra sticker on your Class Enrollment Report with instructions on how to include these hours on your Monthly Attendance Form.

Important Note!

Any time you drop off a form at the Human Assistance Office, obtain a receipt as proof that you submitted the form