



# WORKFIRST WEEKLY ATTENDANCE

Workforce Education Services  
Gaiser Hall 128

*Office Use ONLY:*

*Tanya Potter*  
360.992.2915 or tpotter@clark.edu

*Karolina Shuten*  
360.992.2063 or kshutenikova@clark.edu

NAME:	WEEK OF:
STUDENT ID:	DSHS Client ID:

HAVE YOU ADDED, STARTED, DROPPED OR HAD YOUR CLASS END THIS WEEK? *State which class was:*

ADDED: \_\_\_\_\_     
  DROPPED: \_\_\_\_\_     
  NO CHANGES  
 CLASS STARTED: \_\_\_\_\_     
  CLASS ENDED: \_\_\_\_\_

CLASS SCHEDULE											OFFICE USE ONLY			
Indicate class attendance with: 1-Attended      A-Absent      C-Class Canceled      H-Holiday														
CLASS	DAYS & TIME OF CLASS	M	T	W	T	F	S	S			H	EX	UN	TOTAL
	Days: Time:	N	U	E	H	R	A	U						
	Days: Time:													
	Days: Time:													
	Days: Time:													
	Days: Time:													

SUPERVISED STUDY/STUDY HOURS													
Students must sign in for Supervised Study at Workforce Education Services office or Pathways.													
REQUIRED HOURS:													
MON	TUE	WED	THUR	FRI	SAT	SUN							

NOTES:

*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.*

STUDENT SIGNATURE:	DATE:
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# FOR YOUR INFORMATION

## Ways to submit attendance:

1. Drop off in person
2. Email attendance to [kshutenikova@clark.edu](mailto:kshutenikova@clark.edu)
  - a. 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
3. Fax attendance to 360-992-2843
4. Drop Box (located next to Enrollment Services)

## Reporting an Absence:

1. In Person
2. Email—[kshutenikova@clark.edu](mailto:kshutenikova@clark.edu)
3. Call/Voice Message—State your name and the date of your absence
4. You **MUST CALL/E-MAIL** to excuse any absence **BEFORE** the expected absence. *If you fail to notify us of an absence, it will be reported as unexcused*
5. **Only 2 absences will be excused per month**, absences can be “made-up” by completion of Supervised Study hours – see Karolina about Supervised Study questions.

## Online Class Verification:

1. Submit a screenshot of your grades. If you just submitted your assignment and it was not graded immediately, provide a screen shot of your grades screen featuring symbols for submission in place of your grade to [kshutenikova@clark.edu](mailto:kshutenikova@clark.edu).
2. Submit a purple sheet (aka Attendance Form) with the screenshot(s) of your grades on a weekly basis.

## Supervised Study:

- 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 [kshutenikova@clark.edu](mailto:kshutenikova@clark.edu) or [tpotter@clark.edu](mailto:tpotter@clark.edu)

## Notification to Case Manager:

- Your Case Manager will be notified if you do not submit your attendance on time.
- Your Case Manager will be notified twice before you are Referred Back.
- 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	<b>10:00 am- 5:00pm</b>	8:00 am- 5:00pm	8:00 am- 5:00pm	<b>8:00 am- 12:00 pm</b>	<i>Closed</i>
<i>Fall-Spring</i>	<i>Closed</i>	8:00 am- 5:00pm	<b>10:00 am- 5:00pm</b>	8:00 am- 5:00pm	8:00 am- 5:00pm	<b>10:00 am-4:30 pm</b>	<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](mailto:tpotter@clark.edu)

**Karolina Shuten-WorkFirst Attendance**  
360-992-2063 or [kshutenikova@clark.edu](mailto:kshutenikova@clark.edu)

A blank Attendance form can be found online: [www.clark.edu/workfirst](http://www.clark.edu/workfirst)