

COLLEGE NAME: _____
WEEKLY ATTENDANCE SHEET – WORKFIRST

STUDENT NAME: _____	STUDENT ID NUMBER: _____	TOTAL WEEKLY HOURS REQUIRED: _____
JAS ID: _____	WEEK: ____/____/____ to ____/____/____	

Quarter/Year: _____

Course Name	Cr.	Days (M,T,W,Th,F,S)	Start Date(Qtr)	End Date(Qtr)	Class Hours	Homework Hours*

**WorkFirst allows for up to one hour of homework for every hour of scheduled class time, not to exceed the homework expectations for the course.*

ACADEMIC HOURS: (please round up to the nearest ¼ hour)									
Course Name	MON	TUES	WED	THUR	FRI	SAT	<i>All gray areas are for WF Staff use only. Please do not mark in those boxes!</i>		
<i>EXAMPLE: MATH 072</i>	<i>1</i>	<i>1</i>	<i>A</i>	<i>1</i>	<i>1</i>	<i>1</i>	Sched Totals	Abs	
<i>Courses</i>									
<i>Supervised Study</i>							<i>Staff/Instructor Sign.</i>		
TOTALS							Total	Abs	Unsupervised
							Total Hours		

Have you added or dropped courses this week? YES NO WHAT? _____

Do you need to schedule an appointment with your WorkFirst advisor? YES NO

I certify that the hours in this report are true and accurate:

 Student Signature _____
 Staff Signature

For WF Staff Use Only Required Hours <ul style="list-style-type: none"> • Seat • Homework • Holiday • Excused • Unexcused _____ Total	eJAS Component: _____ Notes:	Total Weekly Hours Participated: _____
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