

IMPORTANT things to know:

Full-time Vocational Education must fit the following criteria:

- Enrolled in 10 credits or more of your certificate program
- Attend all scheduled class times and supervised study time per your Individual Responsibility Plan (IRP)

Part-time students must fit the following criteria:

- Actively participating in a work like activity (part-time work, community job, work-study, volunteer, job search, life skills) for a minimum of 20 hours per week. Workfirst work-study is also an available option for TANF parents. Inquire at Women's Programs office for details.
- Pre-requisites, pre-college courses, GED, ABE/ESL short-term employment training or enrolled in less than 10 credits of their certificate program

Sign into Accutrak for participation hours

Accutrak locations are: Building 30, Building 6 (lower level), Library, Building 0 (Children's Home Society), Building 29, room 115

- Sign in when arriving to campus and sign out when leaving to accumulate your in-class hours and supervised study time (Sign out for lunch breaks). If you have missed hours complete a student attendance report signed by your instructors of your progress and/or print off your grades from CANVAS!

Notify WorkFirst Advisor of absences:

- Enrolled in classes call: **206 592 4351**
- *Pick up WorkFirst Absence Report form from Women's Programs/WorkFirst services for absences and turn into Women's Programs front desk. The WorkFirst Absence report needs to be completed within 24 hours of absence. Medical emergencies need to be excused with note from doctor or medical papers of illness, etc...*