

**COLLEGE NAME: \_\_\_\_\_**  
**WEEKLY ATTENDANCE SHEET – WORKFIRST**

<b>STUDENT NAME:</b> _____	<b>STUDENT ID NUMBER:</b> _____	<b>TOTAL WEEKLY HOURS REQUIRED:</b> _____
<b>JAS ID:</b> _____	<b>WEEK:</b> ____/____/____ 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.*

<b>ACADEMIC HOURS:</b> (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

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