

**Learning Center Seattle
College Attendance Verification Form**



Student: WA state requires students in the Learning Center Seattle program complete and verify **at least 120** minutes of class attendance each month. You are required to use this form to have your attendance verified by your college instructors. Please fill in all information below except for the "INSTRUCTOR SIGNATURE" and submit your forms by the deadlines listed on the back of this page.

Instructor: This student is enrolled in the Learning Center Seattle Open Doors 1418 youth reengagement program through Seattle Central College and needs their attendance in your class to be verified and signed by you on a monthly basis to remain eligible for funding. The student is responsible for getting signatures from instructors. To learn more about how the states defines attendance under Open Doors 1418 youth reengagement, please see: WAC 392-700-015 (3. "Attendance period requirement").

COVID Update: During school facility closures, Superintendent Reykdal has allowed alternate methods for the purpose of meeting the two-hour face-to-face requirement in Open Doors reengagement programs as defined in WAC [392-700-015\(3\)](#). This [emergency rule change](#) is effective until December 30th, 2020. New language in this emergency rule allows for the following contact methods to meet this requirement:

- Face-to-face interaction means reciprocal communication happening in real time, documented for the purposes of instruction, academic advising, career advising, or case management. This may take place via:
 - In-person
 - May be allowed within current local health department guidelines, including social distancing and masking for student and staff.
 - Per allowable building activities [guidance](#), in-person should only be used for providing direct services to individual students where there is no other alternative for the service delivery and the service is necessary and essential. This is expected to be an unusual occurrence.
 - Telephone
 - Maintain documentation of conversations in a contact log, including date, time, duration and purpose of each call.
 - Email
 - Exchange must include evidence of same-time reciprocal communication, with minimal lag time between exchanges, as in a real-time conversation.
 - Instant messaging
 - Exchange must include evidence of same-time reciprocal communication, with minimal lag time between exchanges, as in a real-time conversation.
 - Interactive video communication
 - Maintain documentation of conversations in a contact log, including date, time, duration and purpose of each interaction
 - Permission must be obtained from the parent, or the student if age 18+, in writing for recording video communications.
 - Other means of digital communication
 - Maintain documentation of conversations in a contact log, including date, time, duration and purpose of each interaction

STUDENT NAME: _____

MONTH & YEAR: _____

STUDENT ID : _____

CLASS DATE	START TIME	END TIME	MINUTES IN CLASS	CLASS NAME	INSTRUCTOR NAME (printed)	INSTRUCTOR SIGNATURE

If you have any questions about this form, please contact to Erika Roldan Guzman, Program Director, Learning Center Seattle, (206) 934-6959, Erika.roldanguzman@seattlecolleges.edu
Thank you for your support!

2020-2021 College Attendance Record Deadlines

Learning Center Seattle college students are required to submit their attendance records to verify that they are going to class. To verify your attendance for the month, please provide a copy of your attendance record by doing one or more of the following:

- 1) **In-Person** by providing a copy to your **SEA education advocate or King County Case Manager or other LCS staff members**
- 2) **Scan or take a picture** of the record and send record by email to: Learningcenter@seattlecolleges.edu
- 3) **Send it by text by taking a picture** of the record and send to: **503-451-5276**

Keep in mind that we will need the **original copy of your attendance record** by the last Monday of each month.

Quarter	Month	Deadline
Fall 2020	September	Wednesday, September 30 th 2020
	October	Friday, October 9, 2020
	November	Friday, November 13, 2020
	December	Friday, December 11, 2020

Winter 2021	January	Friday, January 8, 2021
	February	Friday, February 12, 2021
	March	Friday, March 12, 2021
Spring 2021	April	Friday, April 9, 2021
	May	Friday, May 7, 2021
	June	Friday, June 11, 2021
Summer 2021	June *	Friday, June 30, 2021
	July	Friday, July 9, 2021
	August	Friday, August 13, 2021