

**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 September 1, 2022.

New language in this emergency rule allows for the following contact methods to meet this requirement:

Face-to-face interaction means synchronous, 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
  - Please see your state and local guidance regarding current local health department and school guidelines, including vaccination, social distancing, and masking for students and staff.
- Telephone
  - Maintain documentation of conversations in a contact log, including date, time, duration and purpose of each call.
- 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
- NOTE: Email does not meet the requirements of the new face-to-face emergency rule unless immediate/synchronous responses can be documented.

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 or at [Erika.roldanguzman@seattlecolleges.edu](mailto:Erika.roldanguzman@seattlecolleges.edu)

*Thank you for your support!*

### 2021-2022 College Attendance Record Deadlines

Learning Center Seattle college students are required to submit their attendance records to verify that they are attending class (virtual or in-person). 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 **NWEA 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 2021	September	Thursday, September 30 <sup>th</sup> 2021
	October	Friday, October 8, 2021
	November	Friday, November 12, 2021
	December	Friday, December 10, 2021
Winter 2022	January	Friday, January 7, 2022
	February	Friday, February 11, 2022
	March	Friday, March 11, 2022
Spring 2022	April	Friday, April 8, 2022
	May	Friday, May 13, 2022
	June	Friday, June 10, 2022
Summer 2022	June *	Friday, June 30, 2022
	July	Friday, July 8, 2022
	August	Friday, August 12, 2022