

**Learning Center Seattle
College Attendance Verification Form**

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

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

WAC Effective August 20, 2022:

[WAC 392-700-015: Attendance Period Requirement](#)

"Attendance period requirement" defined as, at minimum, two hours of face-to-face interaction with designated program staff for the purpose of instruction, academic counseling, career counseling, or case management contact aggregated over the prior month.

Contact methods:

The following contact methods meet the digital-synchronous face-to-face allowance. Email does **not** meet the requirements of the face-to-face rule unless immediate/synchronous responses can be documented.

In-person

Telephone

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

STUDENT NAME: _____

MONTH & YEAR: _____

STUDENT EMPLID: _____

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 at Erika.rol danguzman@seattlecolleges.edu

Thank you for your support!

2023-2024 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 of the following:

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

Quarter	Month	Deadline
Fall 2023	September	Friday, September 29, 2023
	October	Friday, October 13, 2023
	November	Friday, November 9, 2023
	December	Friday, December 15, 2023
Winter 2024	January	Friday, January 12, 2024
	February	Thursday, February 15, 2024
	March	Friday, March 15, 2024
Spring 2024	April	Friday, April 12, 2024
	May	Thursday, May 16, 2024
	June	Thursday, June 14, 2024
Summer 2024	June *	Friday, June 28, 2024
	July	Friday, July 12, 2024
	August	Friday, August 16, 2024

**Note that if you submitted your attendance for Spring 2024 for June you will not need to submit for June Summer 2024.*