

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”).

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, Learning Center Seattle, Interim Director, (206) 934-6959, Erika.roldanguzman@seattlecolleges.edu.

Thank you for your support!

2019-2020 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, King County Case Manager, dropping off at LCS Room 2130**
- 2) **Scan or take a picture** of the record and send record by email to: **Learningcenter@seattlecolleges.edu OR LearningCenterSeattle@gmail.com**
- 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 2019	September *	Friday, September 27, 2019
	October	Friday, October 11, 2019
	November	Friday, November 8, 2019
	December	Friday, December 13, 2019
Winter 2020	January	Friday, January 10, 2020
	February	Friday, February 7, 2020
	March	Friday, March 13, 2020
Spring 2020	April	Friday, April 10, 2020
	May	Friday, May 8, 2020
	June *	Friday, June 12, 2020
Summer 2020	June *	Friday, June 31, 2020
	July	Friday, July 10, 2020
	August	Friday, August 7, 2020