



WEEKLY ATTENDANCE SHEET – WORKFIRST

STUDENT NAME:

STUDENT ID NUMBER:

JAS ID:

Quarter/Year:

WEEK: ____/____/____ to ____/____/____

Course Name	Cr.	Days (M,T,W,Th,F,S)	Class Time	Start Date (Qtr)	End Date (Qtr)	Class Hrs	HW Hrs	Total Hrs

WEEKLY ATTENDANCE

How to fill out: Y = went to class A = missed class/absent H = Holiday

Course Name	MON	TUES	WED	THUR	FRI	SAT	All gray areas: STAFF USE ONLY.				
EXAMPLE: MATH 087	H	Y	A	Y	Y		Sched Totals	Absent Totals	Holiday Totals	HW Totals	Supervised Totals
Courses											
Supervised Study: Write where you went and for how many hours.											
TOTALS							Sched	Abs	Hol	HW	Supervised
Total Participation Hours											

Reason for absence(s): _____

Have you added or dropped courses this week? ☐ NO ☐ YES Please explain: _____

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 _____

Notes: