

IMPORTANT ~ PLEASE READ!
NEW COUNTY ATTENDANCE REPORT PROCEDURE
AS OF FEBRUARY 2012:

The CalWORKs office can no longer sign Community College Enrollment Hours Reports on a *walk-in* basis. Community College Enrollment Hours Reports must now be *dropped off* in the drop box located in the CalWORKs front office. Community College Enrollment Hours Reports **MUST** be correctly and completely filled out, and you **MUST** also attach a **COMPLETED County Attendance Report**; otherwise, they will not be signed. Community College Enrollment Hours Reports dropped off by 3:00 pm may be picked up the *next* day after 8:30 am.

Please note: If you drop off the Community College Enrollment Hours Report **AFTER** 3:00 pm, you will have to wait two days to pick up your report.

ALL COUNTY ATTENDANCE REPORTS ARE DUE ON THE 1ST OF EVERY MONTH; THEREFORE, MAKE SURE YOU ALLOW ENOUGH TIME TO GET THESE REPORTS IN TO THE COUNTY ON TIME!

DIRECTIONS ON FILLING OUT COMMUNITY COLLEGE ENROLLMENT HOURS REPORTS:

- Complete the Community College Enrollment Hours Report:
 - Under “Days” you will put the day of the week the class meets; ie., Mon., Wed., etc. Under “Hours” you will need to put the total hours for the MONTH. The “Start Date” is the date the semester begins, and the “End Date” is the date the semester ends. For “Enrollment Status”, our office will verify you’re enrolled.
 - Total the hours for the month for all your classes.
- Complete the County Attendance Report (example is given on form).
- Staple or clip all forms together and place in drop box by 3:00 pm for next day pick-up.

NOTE: You do not need to print out your schedule --our office will print out a current class schedule for you to verify your classes and then sign your report.